

## 1986 Organization Chart

City of Wichita, Kansas

### INTRODUCTION

The intention of the accompanying municipal organization charts is to portray the formal organizational governmental structure of the City of Wichita.

The summary chart portrays the relationship among the citizens, the Board of City Commissioners, the City Manager, and the various boards appointed by the Board of City Commissioners. The ensuing pages describe the organizational structure of the various administrative boards, and of the departments reporting directly to the City Manager. The detail charts are designed with the intention of outlining the salient characteristics of the boards and departments and the personnel involved in them and of their individual group functions.

It should be remembered that this presentation is no more static than the program and goals of organizations are, and that it cannot include informal interdepartmental and intradepartmental lines of authority or responsibility.

The 1986 organization charts include only the personnel and programs for which funding is currently authorized during 1986. Positions funded by federal and state funds (i.e., nonlocally) are normally indicated by an asterisk (\*), and the source of funding is indicated at the bottom of the page. Other symbols are used on certain pages to indicate unique funding arrangements or special situations associated with that entity.

The last page of this document contains a summary table by department and by administrative board of all the authorized positions shown on the various pages. The positions are further shown by funding source (i.e., locally funded positions and nonlocally funded positions) and by full-time or part-time (limited) status.

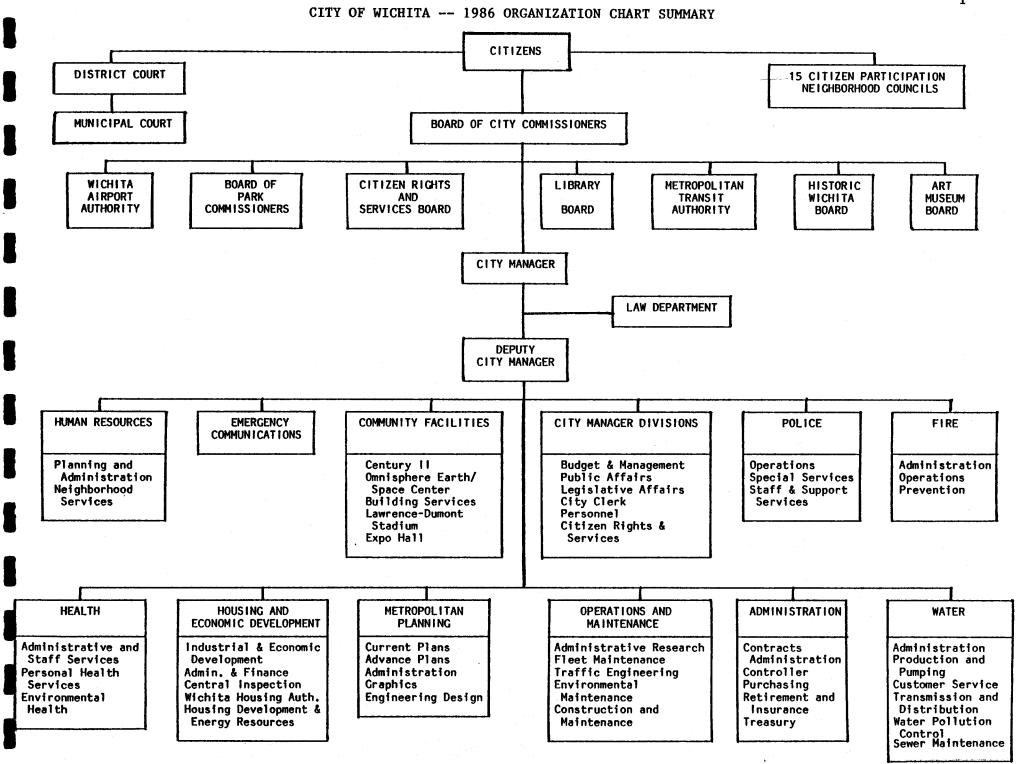
The changing environment which exists within the City structure will naturally cause some of the attached charts to become obsolete or to require a slight modification during 1986 which then will be incorporated into next year's City of Wichita Organization Charts. However, due to the possibility of reorganizations being accomplished within the next several months, a letter will be forwarded to all recipients of the March 1986 Organization Chart explaining any significant changes to this basic document.

The City departments are being encouraged to maintain their individual charts on their word processors and microcomputers; thus, the print and format may not necessarily be constant throughout this document.

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### CITY COMMISSION

The Board of City Commissioners is elected from the City at large and constitutes the governing body. The Board of Commissioners elects one of its members to serve as mayor and one to serve as vice-mayor, each for a one-year term. The mayor is the official head of the City on formal occasions and serves as the leader in the activities and duties of the Commission. In the absence of the mayor, the vice-mayor substitutes in these functions.

- 1 Mayor
- 1 Vice-mayor
- 3 Commissioners

### OFFICE OF THE MAYOR AND CITY COMMISSIONERS

Coordinates and supervises all activities, official appearances, functions, and obligations of the mayor and commissioners; coordinates social affairs for visiting dignitaries; handles and coordinates mayoral and commission correspondence with the City Manager's office; prepares proclamations, resolutions, and letters of commendation; and, assists in handling assignments as directed by the mayor or commissioners. The positions listed below are supervised by the Assistant to the City Manager.

- 1 Commission Aide
- 1 Secretary

### BOARD OF CITY COMMISSIONERS CITY MANAGER The City Manager is responsible for the administration of all affairs of the City and to see that all laws and ordinances are enforced. It is the manager's duty to appoint and remove most department directors and subordinate officers and employees of the City. In addition, it is the manager's duty to prepare and submit the annual budget to the governing body, to keep the commission fully advised as to the financial needs of the City and to make recommendations to the commission. 1 - City Manager DEPUTY CITY MANAGER SECRETARIAL The Deputy City Manager assists in administration of the respon-1 - City Manager's sibilities of the Office and serves as Acting City Manager in the Secretary City Manager's absence. All department directors report directly to the Deputy City Manager for daily administrative guidance and direction, except the Director of Law. SECRETARIAL 1 - Deputy City Manager 1 - City Manager's Secretary **BUDGET & MANAGEMENT** ASSISTANT CITY MANAGER ASSISTANT TO THE CITY MANAGER Assists the Deputy City Manager in daily administration of Responsible for the preparation of See page 4 the affairs of the City. Oversees the activities of the the Commission agenda, research, Personnel, City Clerk, Citizen Rights & Services, Public preparation of correspondence, and Affairs and Intergovernmental Affairs offices. Acts as supervision of the City Commission the chief negotiator for the City with the employee office staff. unions. Undertakes other special assignments and major 1 - Assistant to the City Manager projects as necessary. 1 - Assistant City Manager CITY COMMISSION STAFF CITIZEN RIGHTS PUBLIC/INTERGOVERNMENTAL AND SERVICES CITY CLERK PERSONNEL MANAGEMENT INTERN PROGRAM AFFAIRS OFFICE See page 2 See page 7 See page 5 2-Management Intern (Limited) See page 6 See page 9

PINANCE DIR.

### **BUDGET AND MANAGEMENT**

Supervise and direct the activities of this division. Responsibilities include the development and administration of the annual operating budget, Capital Improvement Program, Revenue Sharing Program, and related financial activities. Advise the City Manager on research projects, operating reports and budget matters. Prepare the City Organization Charts annually. Coordinate the City's Office Automation and Data Processing Systems.

1 - Research and Budget Officer

### SECRETARIAL

Responsible for office activities which include typing, filing and backup lead operator for the Office Automation System.

1 - Administrative Secretary

### OFFICE AUTOMATION/DATA PROCESSING

Coordinates the City's data processing and support of office automation and distributed processing, specific functions include development of a long-range City data processing plan, providing liaison between the County Data Processing Center and City departments conducting feasibility studies for proposed new systems, consulting with City departments, resolving DP coordination problems, consultation and training for personal computer users and Office automation development.

- 1 Data Processing Coordinator
- 1 Data Processing Analyst
- 1 Office Automation Systems Implementer

### SPECIAL ASSISTANT TO THE RESEARCH AND BUDGET OFFICER

Provides special assistance to the Research and Budget Officer for day-to-day administration of the operating budget. Performs special assignments and provides liaison between the Research and Budget Officer and division staff. Reviews personnel requisitions and maintains manning document. Implements the City revenue sharing program and the Capital Improvement Program.

1 - Budget Coordinator

### BUDGET AND MANAGEMENT POLICY DEVELOPMENT

Responsible for developing and administering the operating budget, including reviewing and approving capital outlay requests, budget transfers, and other related financial budget administration as well as research and the development of new and existing programs where needed.

- 2 Administrative Analyst
- 1 Budget Analyst II

### CONVENTION AND TOURISM

Develops contracts, monitors Bureau records, performs duties of staff ex officio for the Convention and Tourism Committee. Develops and administers assigned budgets. Performs budget assignments and research as directed by the Research and Budget Officer.

1 - Budget Analyst !!

### ASSISTANT CITY MANAGER

### CITY CLERK

Serves as secretary to and records official minutes of the City Commission and the Board of Bids and Contracts; supervises, directs, and coordinates City Clerk's agenda, official recordkeeping, processing of ordinances, special assessment projects, bond and note issues; and, coordinates maintenance of City records at the Underground Vaults and Storage.

1 - City Clerk

### STAFF ASSISTANCE

Assists in 1) preparing and maintaining special assessment records, transcript data, lot splits and cash reports; 2) scheduling appraiser hearings; 3) certifying special assessments; and 4) other assignments as directed.

1 - Administrative Aide |

### **SUPERVISION**

The Deputy City Clerk II prepares official minutes of afternoon sessions of City Commission meetings; prepares minutes of Board of Bids and Contracts; processes all paperwork of Commission meetings; handles legal publications; updates Ordinance Book and two Code Books weekly; assists in preparation of division budget; oversees processing of PAVs, requisitions; assists City Clerk in supervising all other employees in the division in the absence of the City Clerk.

1 - Deputy City Clerk

### SPECIAL ASSESSMENTS AND BONDS

Compiles, formulates and preserves all necessary data concerning special assessment project proceedings; prepares note and bond transcripts on the same; prepares assessing ordinances; enters assessment data via CRT for collection; provides special assessment information to the public; and prepares annual certified special assessment detail summary. Prepares and sends out notices and statements for all special assessments. Handles appraisers hearings and lot splits.

- 1 Deputy City Clerk I
- 1 Account Clerk II
- 2 Data Control Clerk

### GENERAL OFFICE

Performs stenographic and clerical work necessary for the accurate processing of ordinances, minutes, and IRB transcripts; maintains and files official City records; records documents with Register of Deeds; handles applications for deferred assessments; types City Clerk's agenda.

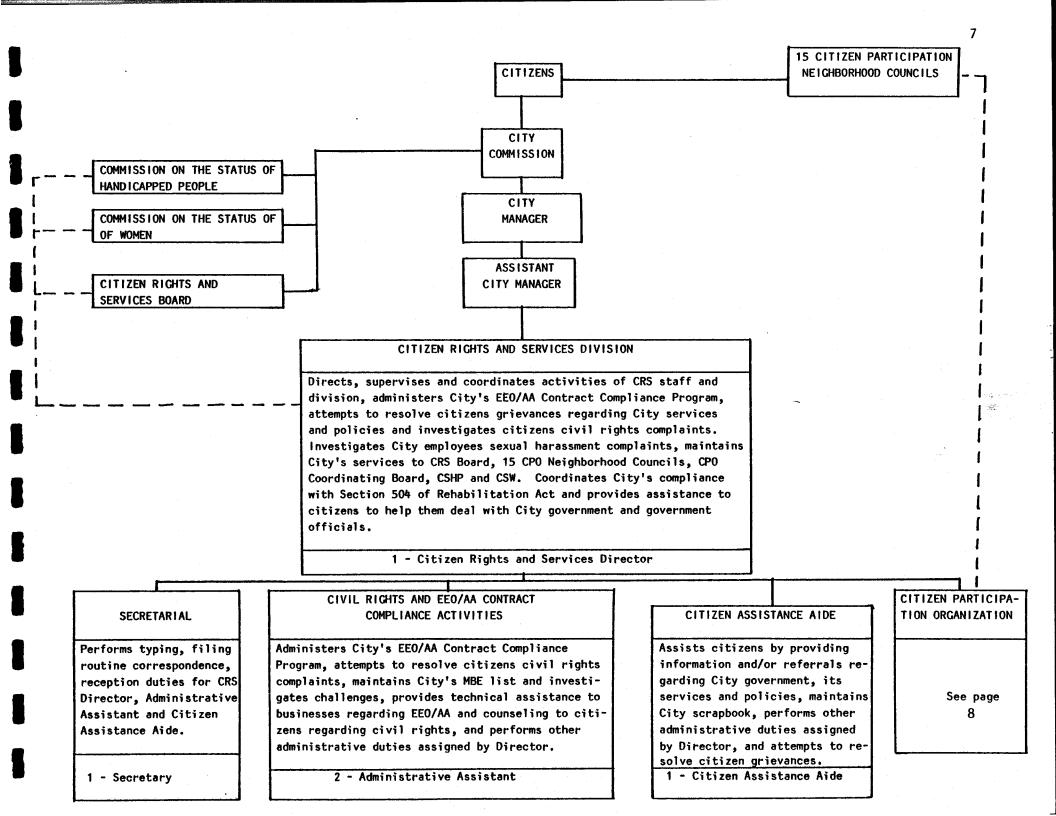
2 - Secretary

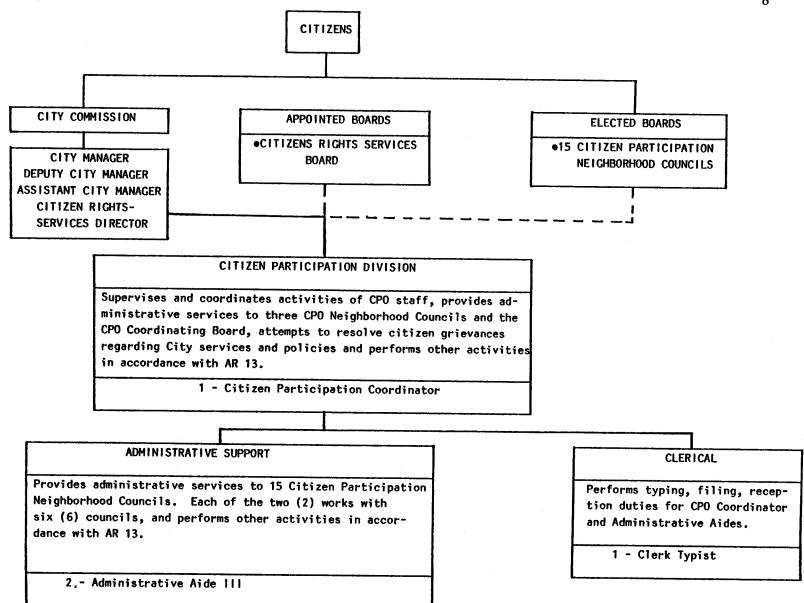
ASSISTANT CITY MANAGER PERSONNEL DIVISION Supervises and directs the development and administration SECRETARIAL of personnel programs for employment, classification, PERSONNEL ADVISORY BOARD compensation, training, employee relations, employee Performs secretarial services, and equal employment opportunity. functions including EMPLOYEES' COUNCIL Serves as executive secretary to the Personnel Advisory word processing and Board and the Employees' Council. staff support. 1 - Personnel Director 1 - Admin. Sec. I EMPLOYEE RELATIONS EMPLOYMENT TRAINING EMPLOYEE SERVICES CLASSIFICATION AND SALARY Grievance Officer Coordinates recruiting Administers the City's Serves as coordinator Coordinates the classification and coordinator of and placement, testing, training program. Works for the Employee and compensation programs for labor relations matters. referrals, requisitions, with other agencies Assistance Program, all departments and prepares Supervises administrative job opportunity lists, offering training to Suggestion Award the salary ordinance. Monitors tasks. Program, and Career advertising, and develop and administer and coordinates the internal orientation of new the program. Determines Award Program. EEO Program. 1 - Employee Relations employees. additional training needs Administers Assessment Officer and develops new training Centers. Publishes 1 - Sr. Personnel Technician 1 - Sr. Personnel Tech. programs. monthly employee 1 - Personnel Tech. II newsletter. 1 - Admin. Aide I 1 - Sr. Personnel Tech. 1 - Sr. Personnel Tech. **ADMINISTRATION** Processes personnel transactions; maintains files and records:

coordinates activities with SCDP, Payroll, Retirement & Insurance, and other departments.

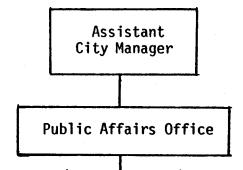
1 - Admin. Aide II
1 - Office Auto. Spec.

1 - Clerk II





This division is funded entirely by federal funds from the Community Development Block Grant (CDBG) program.



### Public Affairs Office

Responsibility for 1) coordinating the City's public relation program; 2) providing information to citizens; 3) maintaining contact with the news media; 4) researching and preparing speeches for Commissioners and City Manager; 5) editing the employee newsletter; 6) coordinating use of the City's cable television channel.

1 - Public Affairs Officer

### Intergovernmental Affairs Office

Responsibility for 1) serving as a liaison with various governmental units, City officials and leaders in the public sector; 2) coordinating the development and presentation of the City's legislative program; 3) conducting special projects as assigned.

1 - Intergovernmental Affairs Officer

CITY MANAGER

### DEPARTMENT OF LAW

Direct and coordinate the legal affairs of the City of Wichita; provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City; direct and coordinate the drafting and approval of all ordinances, resolutions, contracts and other legal instruments; direct and coordinate the management of all litigation, claims for damages and civil rights complaints; provide legal assistance in labor relations, cable television matters and the City's legislative program; direct and coordinate management of Workers' Compensation claims, taxation, risk management and the DUI diversion program.

1 - Director of Law and City Attorney

### ASSISTANT CITY ATTORNEY

Provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City; provide legal counsel and advice to the Police Department; represent the City and public officials in civil litigation; manage all civil litigation, claims for damages, civil rights complaints, condemnations, land purchases and District Court appeals of Municipal Court convictions; draft and approve all ordinances, resolutions, contracts and other legal instruments; provide legal assistance in labor relations, cable television matters and the City's legislative program; supervise and handle prosecution in Municipal Court; manage legal matters related to Workers' Compensation, taxation and the DUI diversion program.

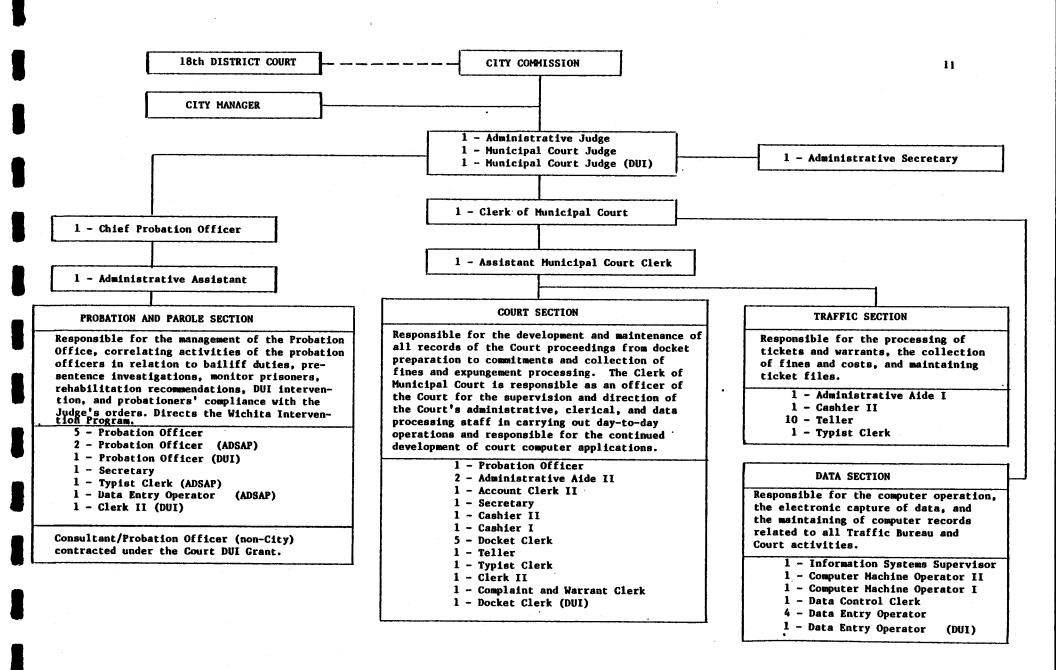
- 1 First Attorney
- 1 Senior Attorney (Finance, Public Works, & Contracts)
- 1 Senior Attorney (Civil Rights & Personnel)
- 3 Attorney iil
- 3 Attorney II
- 3 Attorney (P.T.)

# PROSECUTION Manage prosecution of cases in Police and Traffic Courts and assist in District Court appeals; conduct general research; advise Police Department in the coordination of Municipal Court matters. 1 - Attorney | (DUI) 2 - Attorney | 1 \* Secretary

### SECRETARIAL

Type pleadings, legal briefs, legal documents and correspondence; maintain office files; manage office administrative matters; prepare and administer annual budget; carry out general office duties.

- 1 Administrative Secretary
- 4 Legal Secretary



BOARD OF CITY COMMISSIONERS

HISTORIC WICHITA BOARD
(10 members)

CITY MANAGER

Develops, coordinates, and encourages the preservation of Wichita's history through the assistance and work with Cowtown, Wichita-Sedgwick County Historical Museum, Historic Landmark Preservation Committee, and other groups, organizations, and individuals interested in preserving area history. Supervises the contracts and administration of the City funds allocated for the building maintenance of Cowtown and the lease and maintenance program for the Comley House, 1136 N. Broadway, a City owned historic property. The Board also serves as the designated City of Wichita Cemetery Board for Highland Cemetery..

### 1 - Director of Historic Wichita Board

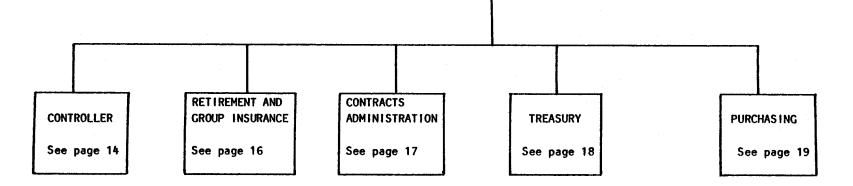
Is responsible for the operation and maintenance of the Wichita-Sedgwick County Historical Museum in the old City Building, provides professional services to the Historical Wichita Board including research, fact-finding and maintaining resource material. Coordinates the activities, prepares agenda items, takes minutes, makes special reports, prepares mailings, budget preparation, contracts recordkeeping, etc. for the office of the Board.

### CITY MANAGER DEPUTY CITY MANAGER

### DEPARTMENT OF ADMINISTRATION

Directs and coordinates federal, state and local finance (including Community Development Block Grant); responsible for all official bond statements; coordinates all accounting, auditing, bookkeeping, purchasing, billing and collection activities for the City government; and renders advice, counsel and services as requested by the City Manager and City Commission. The position of Director of Administration was deleted for the 1986 budget. The City's Research and Budget Officer is currently also the Acting Director of Administration.

Acting Director of Administration



### ACTING DIRECTOR OF ADMINISTRATION CONTROLLER'S OFFICE Direct the general account, internal control, and activities for the City; coordinate the debt and capital improvement funds: develop accounting and internal control program; advise the Director of Administration and City Manager on accounting and fiscal matters and provide financial statements to administrative officials. 1 - Controller SECRETARIAL 1 - Secretary **PAYROLL** 1. Supervise general payroll activities. GENERAL ACCOUNTING FEDERAL ACCOUNTING Preaudit time records. 3. Coordinate payroll changes for Data Processing Specialize in federal accounting Assist Controller in certifying payrolls. See page 15 in order to interpret and advise Reconcile and submit quarterly FICA report. management in the various federal 6. Compute final pay including refund of retireregulations and guidelines as they ment contributions of terminated employees. relate to the many federal and 7. Maintain funds of Police and Fire Retirement. state programs. Funds include Employees' Retirement, Group Life Insurance Re-CDBG, UDAG, WHA, CSBG, and other serve, Employees' Social Security, Employees' federal grants. Health Insurance, Workers' Compensation Reserve, Employees' Deferred Compensation. 1 - Accountant III 1 - Accountant II INTERNAL AUDITING AND FIXED ASSETS CONTROL **WORKERS COMPENSATION AND** PAYROLL ACCOUNTING Responsible for the internal, field and special audits of City financial 2 - Account Clerk II operations. Monitors updating of fixed assets records. 1 - Accountant III

CONTROLLER

### GENERAL ACCOUNTING

Supervise general accounting and bond processing; compute bond and interest payments; maintain bond controls, internal check and financial report preparation; compile and administer financial data for bond and construction activities, working capital funds, and State projects; assist Controller in preparing financial reports to City management and administrative officials.

1 - Senior Accountant

### **ENTERPRISE ACCOUNT**

Funds include Water, Sewer Utility, Sewer Improvement, Metropolitan Transit Authority, and Airport.

1 - Accountant II

### BONDS & CONSTRUCTION FUND ACCOUNTING

Funds include Debt Service, Street Improvement, Sewer Construction, Water Main Extension Construction, Public Improvements Construction, Fire Improvement Construction, City-County Operations, Performance Deposit.

1 - Accountant II

KEYPUNCH & DATA REVIEW

1 - Account Clerk I

### GENERAL & SPECIAL REVENUE ACCOUNT

Funds include General Funds, Police and Fire Pension Contributions, Employees' Retirement Contribution, Social Security, Administrative Center, Special City Highway Gas Tax, Tourism & Convention Promotion, Park/ Library/Art Museum/. Forestry, Flood Control. Transit System Library Operations, Special Alcohol Programs, Special Parks and Recreation.

1 - Accountant |

### ACCOUNTS PAYABLE

- 1 Account Clerk III
- 2 Account Clerk | 1 1 - Clerk | |

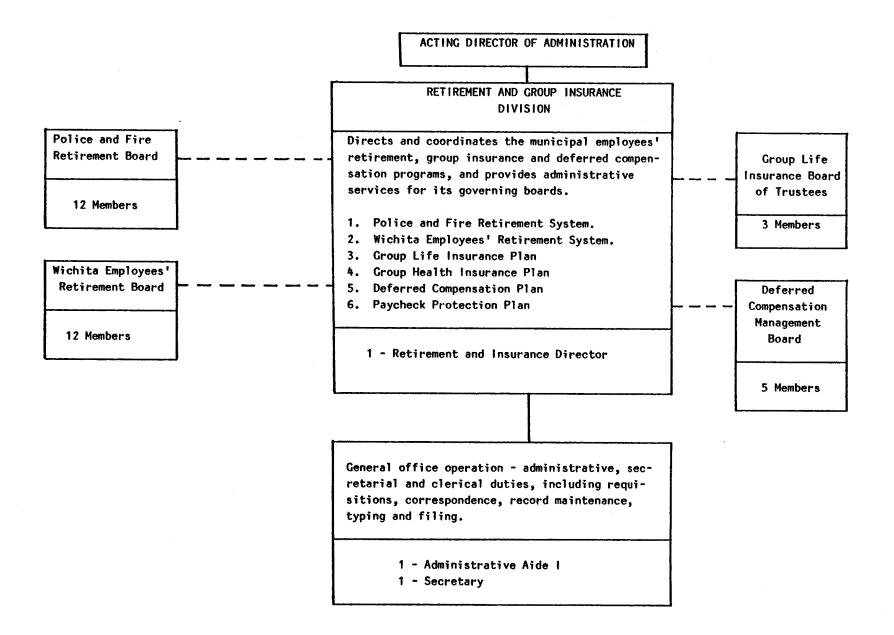
INTERNAL SERVICE FUNDS, INVESTMENTS, AND ACCOUNTS RECEIVABLE ACCOUNTING

Funds include Equipment Motor Pool, Stationery Stores, Official Motor Pool, Data Processing/Office Automation Support, Central Maintenance Services and Telecommunication Fund.

1 - Accountant II

ACCOUNTS RECEIVABLE & PETTY CASH REPORTS

1 - Account Clerk III



### ACTING DIRECTOR OF ADMINISTRATION

### CONTRACTS ADMINISTRATION DIVISION

Implement and administer all programs and projects developed and funded pursuant to the Housing and Community Development Act of 1974. Provide technical assistance to other divisions within the department regarding contractual arrangements. Monitor programs and activities at the federal level to insure maximum federal assistance to the City of Wichita. Coordinate with City departments and provide technical assistance regarding applications for federal assistance.

Maintain an inventory of real property owned by the City. Provide management services for properties scheduled for redevelopment by the private sector.

1 - Grants Coordinator

SECRETARIAL

1 - Secretary

### LAND MANAGEMENT

Provide acquisition and relocation services for real property purchases. Maintain an inventory of Cityowned real property. Identify surplus City lands which are subject to disposition to the private sector. Maintain and manage redevelopment land inventory which includes all property identified for redevelopment. Provide technical assistance in real property transactions.

- 1 Real Estate Officer
- 1 Land Management Analyst

### CONTRACTS ADMINISTRATION & PROGRAM EVALUATION

Establish a systematic procedure for development, execution and administration of City contractual arrangements under the Community Development Block Grant program. Process contract changes as needed to assist in successful program operation. Monitor and evaluate project implementation on a continuing basis. Prepare periodic progress reports for the Board of City Commissioners. Maintain information and records on all CDBG projects. Provide assistance to the Grants Coordinator on other federal programs.

- 2 Contracts Analyst
- 1 Accountant |
- 1 Administrative Aide !!

This division is funded primarily through Community Development Block Grants.

### ACTING DIRECTOR OF ADMINISTRATION

### TREASURY DIVISION

Directs and coordinates the collections and deposits of all funds; maintains projections of cash balance; supervise all cash disbursements; maintains cash position; administers investment of all funds, including idle funds; develops collecting procedures and systems; supervises licensing program; administers bond and note sales and debt management.

### 1 - City Treasurer

### SUPERVISION

The Deputy City Treasurer directly supervises the License Section and assists the Treasurer in supervising and directing the other sections of the Treasurer's Division.

### 1 - Deputy City Treasurer

### ADMINISTRATION

Performs administrative and clerical duties for the City Treasurer and the Deputy City Treasurer; processes the investment of all City funds; computes interest earnings; prepares and maintains investment reports and records.

### 1 - Account Clerk III

### COLLECTION

Receives and processes water payments made to the Treasurer's Office; collects and handles all parking meter monies.

- 1 Cashier II
- 3 Teller
- 1 Teller (PT-50%)
- 2 Parking Meter Coin Collector

### GENERAL OFFICE

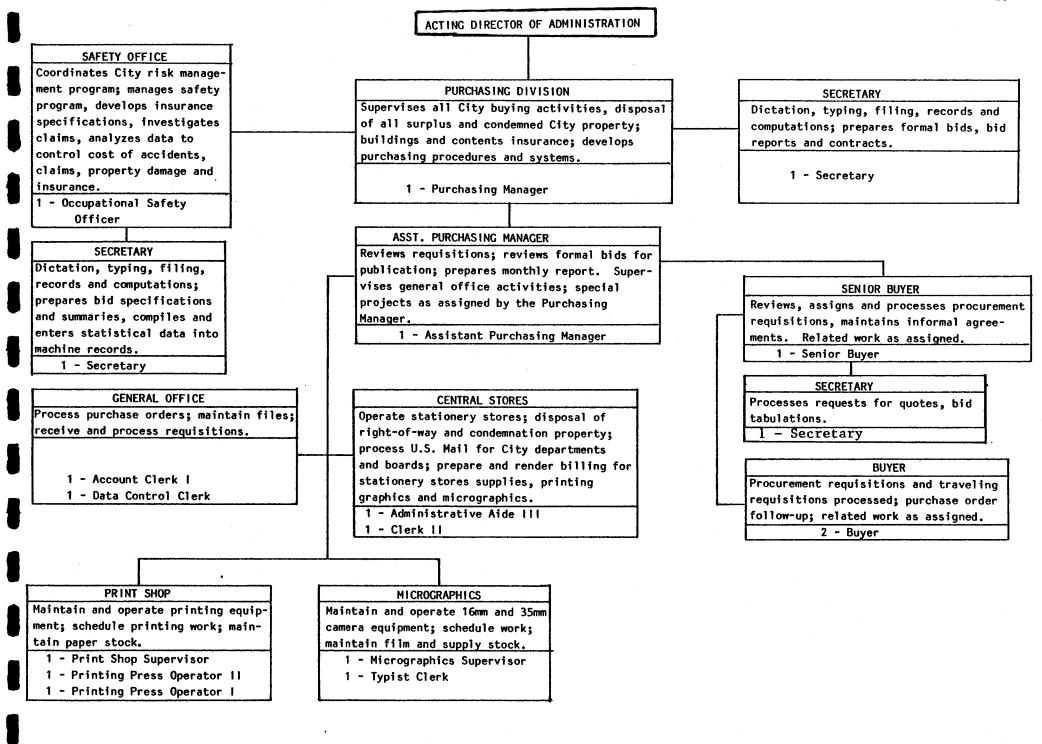
Verifies, records, and deposits all City receipts; maintains cash ledger; prepares voucher warrants and bank reconciliations for all City and Federal funds. Maintains records of all bond and coupon payments; assists secretary in investment processing.

- 1 Accountant I
- 1 Account Clerk II
- 1 Account Clerk |

### LICENSING

Issues billings, types licenses and maintains records. Provides field license investigations.

- 1 Administrative Aide !!!
- 2 Account Clerk I



5 - Community Service

Apprentice (limited)

CITY MANAGER **DEPUTY CITY MANAGER** DEPARTMENT OF COMMUNITY FACILITIES Organizes, directs and coordinates the activities of the department. including the determination of major policies and long-term planning; directs the operation and maintenance of the Energy Plant, Century II, Omnisphere, and Lawrence-Dumont Stadium; directs the maintenance of equipment and buildings of City Hall, Indian Center, Art Museum, Library, and the Wichita Historic Museum. 1 - Director of Community Facilities SECRETARIAL Responsible for correspondence, filing, typing, dictation and other office activities. Answers inquiries from the public and other agencies. 1 - Administrative Secretary OMNISPHERE EARTH-SPACE CENTER CENTURY II OPERATIONS BUILDING SERVICES LAWRENCE-DUMONT STADIUM Organizes, directs and formulates policy and programming of appropriate educa-See page 21 See page 22 Provides a public park for protional and entertaining presentations fessional and nonprofessional in astronomy and earth science for the baseball and other appropriate area schools and general public. public activities. 1 - Omnisphere Director 1 - Stadium Maintenance Supervisor 1 - Assistant to the Director 1 - Maintenance Worker

1 - Administrative Aide I (PT-50%)

2 - Secretary

### DIRECTOR OF COMMUNITY FACILITIES

### CENTURY II OPERATIONS

Organizes, directs and supervises the operation of Century II, which includes general administrative duties, budgeting, event coordination and setup, booking, scheduling, negotiating contracts, stage supervision, promotion, and the custodial care of Century II, Library and the Omnisphere.

1 - Auditorium Manager

### BOOKING AND SCHEDULING CLERICAL

This section is responsible for booking and scheduling events into Century II, writing contracts and collecting deposits and rents. Also responsible for the department payroll, purchase requisitions, keeping records, and other general accounting and clerical duties.

1 - Account Clerk II

### AUDITORIUM MAINTENANCE AND SETUP

This section is responsible for cleaning and setting the halls for functions at Century II including basketball, wrestling, boxing, exhibits, banquets, meetings, concerts, car, boat and travel shows and a myriad of other events. This section is also responsible for the general housekeeping duties at Century II and the Omnisphere and the Library.

- 1 Auditorium Maintenance Supervisor
- 5 Labor Supervisor
- 5 Custodial Worker II
- 12 Custodial Worker I

### **STAGES**

This section supervises and coordinates the activities of skilled craft workers engaged in the operation of Century II stages. Also responsible for the maintenance of the stages and the stage equipment.

- 1 Auditorium Stage Supervisor
- 1 Maintenance Mechanic (PT-50%)

### DIRECTOR OF COMMUNITY FACILITIES

### BUILDING SERVICES

This division is responsible for the maintenance and house-keeping of City Hall, Police Garage, Art Museum and Indian Center; certain duties at the Radio Maintenance Center; custodial care of the MTA building and maintenance of Century II, Historic Museum, Omnisphere and Library.

1 - Building Maintenance Supervisor

### CITY HALL MAINTENANCE

This section is responsible for the mechanical maintenance of City Hall, Police Garage, Art Museum, Indian Center and certain duties at the Radio Maintenance Center. Maintenance at City Hall is provided on a 24-hour basis.

- 1 Auditorium Equipment Supervisor
- 1 Stationary Engineer II
- 1 Elec. Systems Supervisor
- 6 Maintenance Mechanic
- 3 Maintenance Worker
- 1 Electrician II

### CITY HALL CUSTODIAL

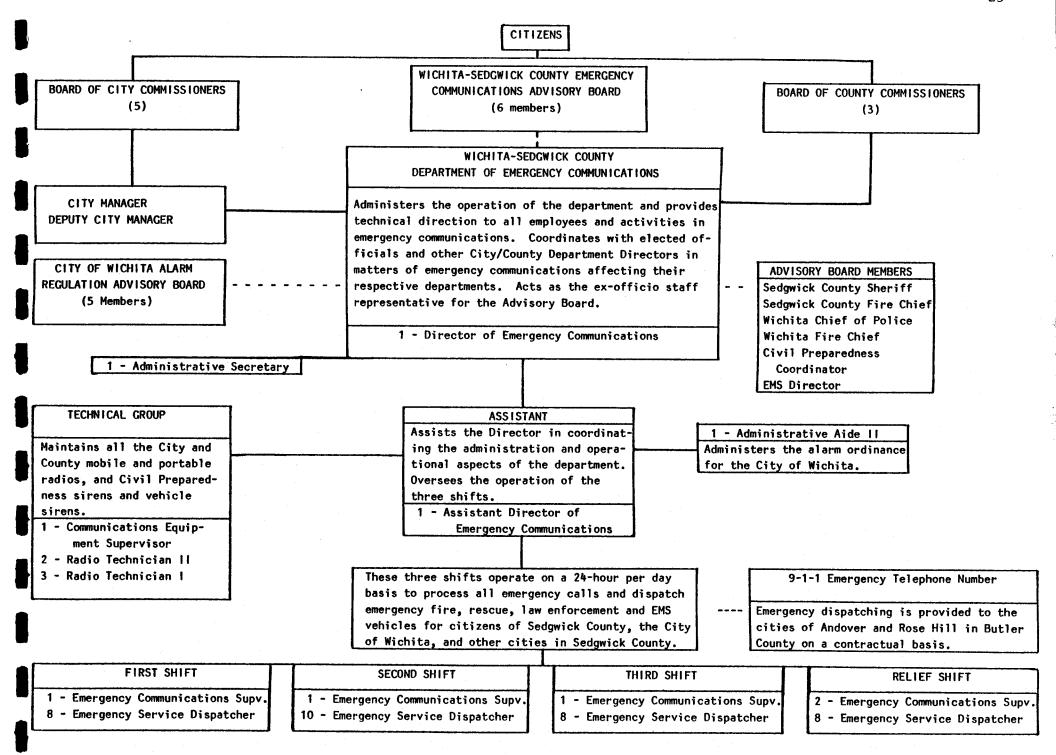
This section is responsible for the housekeeping duties at City Hall, Police Garage, Art Museum, Indian Center, and MTA building. Also responsible for supervising the contractual cleaning of City Hall's restrooms and sorting interoffice mail.

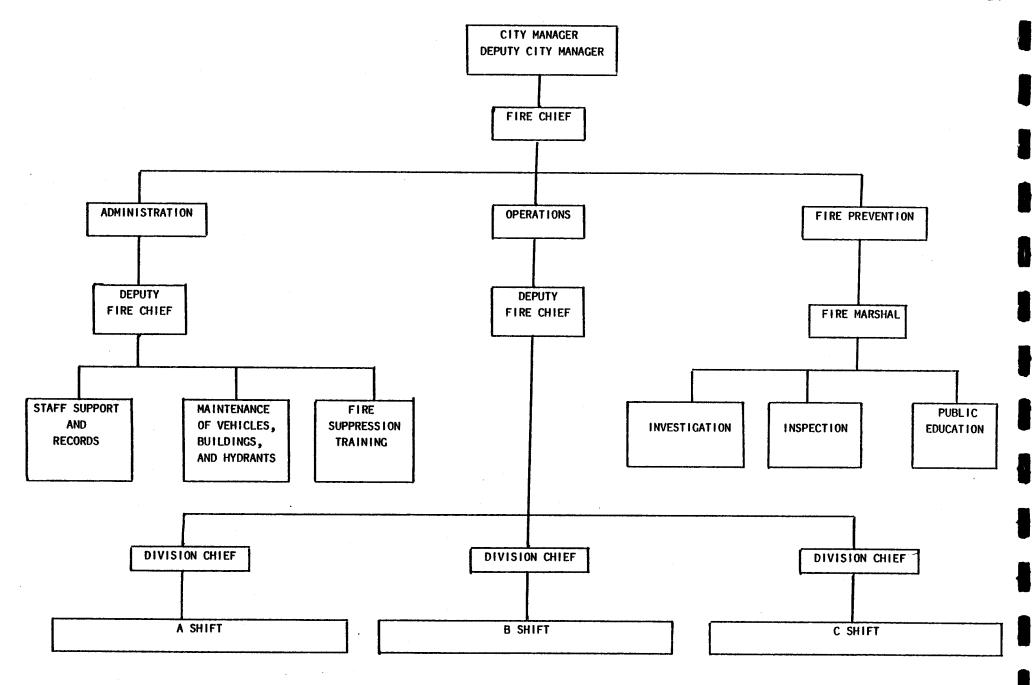
- 1 Auditorium Maintenance Supervisor
- 1 Labor Supervisor
- 5 Custodial Worker II
- 11 Custodial Worker |
- 1 Custodial Worker I (PT-50%)

### CENTURY II EQUIPMENT MAINTENANCE

This section is responsible for the mechanical maintenance of Century II, Library, Omnisphere, the Wichita Historic Museum and certain dutues at Lawrence-Dumont Stadium.

- 1 Auditorium Equipment Supervisor
- 1 Stationary Engineer II
- 4 Maintenance Mechanic
- 3 Maintenance Worker
- 1 Electrician II





### FIRE DEPARTMENT

Directs and supervises the activities of three divisions within the department. Plans program and standard of fire protection throughout the City.

1 - Fire Chief

Reception work, typing, filing correspondence.

1 - Administrative Secretary

### **ADMINISTRATION**

1 - Deputy Fire Chief

### STAFF SUPPORT AND RECORDS

Correspondence, typing, filing, preparation of reports, maintaining records, data processing, research and development, inventory, and payroll.

- 1 Chief Executive Officer
- 1 Administrative Aide |
- 1 Secretary
- 1 Data Control Clerk

#### TRAINING SCHOOL

Development and supervision of a comprehensive training program for all fire fighting personnel.

- 1 Chief Fire Operations Training
  Instructor
- 3 Fire Operations Training Instructor
- 1 Physical Fitness and Safety
  Officer
- 1 Coordinator of Fire and Medical Rescue Services

### FIRE MAINTENANCE

Maintenance, repair and new construction of buildings and associated equipment and maintenance of fire hydrants.

Repair and maintenance of Fire Department vehicles.

- 1 Fire Master Mechanic
- 3 Fire Department Mechanic
- 1 Fire Captain
- 1 Chief Mechanic
- 1 Maintenance Mechanic

FIRE CHIEF

### **OPERATIONS**

Divided into three battalions, responsible for extinguishing of fires, rescue, evacuation and salvage, emergency medical care, company inspections and training of Firefighters.

1 - Deputy Fire Chief

	3 - Division Fire Chief	<u> </u>
BATTALION NO. 1		DATTAL LON NO 2
DATTACTON NO. 1	BATTALION NO. 2	BATTALION NO. 3
4 - Battalion Chief	3 - Battalion Chief	3 - Battalion Chie
Station 1	Station 2	Station 5
5 - Captain	5 - Captain	3 - Captain
9 - Lieutenant	12 - Lieutenant	3 - Lieutenant
24 - Firefighter	24 - Firefighter	10 - Firefighter
3 - Fire Invest. I		
	Station 4	Station 9
Station 3	3 - Captain	3 - Captain
3 - Captain	3 - Lieutenant	3 - Lieutenant
3 - Lieutenant	10 - Firefighter	10 - Firefighter
10 - Firefighter		
	Station 12	Station 10
Station 7	3 - Captain	3 - Captain
3 - Captain	3 - Lieutenant	3 - Lieutenant
3 - Lieutenant	10 - Firefighter	10 - Firefighter
10 - Firefighter		
	Station 13	Station 11
Station 8	3 - Captain	5 - Captain
3 - Captain	3 - Lieutenant	6 - Lieutenant
3 - Lieutenant	10 - Firefighter	15 - Firefighter
10 - Firefighter		
	Station 19	Station 14
Station 16	3 - Captain	3 - Captain
3 - Captain	3 - Lieutenant	3 - Lieutenant
3 - Lieutenant	10 - Firefighter	10 - Firefighter
10 - Firefighter		_
		Station 15
		3 - Captain
		3 - Lieutenant
		10 - Firefighter

NOTE: The three Fire Investigators assigned to Station 1 work eight hour days and assist the Fire Prevention Division.

NOTE: The three Division Fire Chiefs (one assigned to each shift) are assigned to Station 1.

NOTE: Personnel authorized to fill in for vacation, Kelly days, sick leave days, etc. are reflected in the personnel strength at Stations 1, 2 and 11.

NOTE: The table on the left does not include the ten Firefighters authorized in 1986 to meet the FLSA requirements. But, these ten new positions are counted in the totals on page 86. FIRE CHIEF

### FIRE PREVENTION

Annual fire inspections, fire cause and origin, incendiary fire investigation, perpermits for fire or safety hazards, condemnation of unsafe buildings, handling complaints, fire safety training, and plan review for buildings and fire protection systems.

### 1 - Fire Marshal

### SUPPORT SERVICES

Receptionist, word processing, data management.
Schedules training programs, answers complaints, manages citations, permits and "I" sticker program.

- 1 Administrative Aide II
- 1 Secretary

### **INVESTIGATION**

Fire cause and origin determination, incendiary fire investigation and follow-up, club inspections, fire lane enforcement, special inspections.

- 1 Chief Fire Investigator
- 1 Fire Investigator II
- 1 Fire Investigator I

### INSPECTION

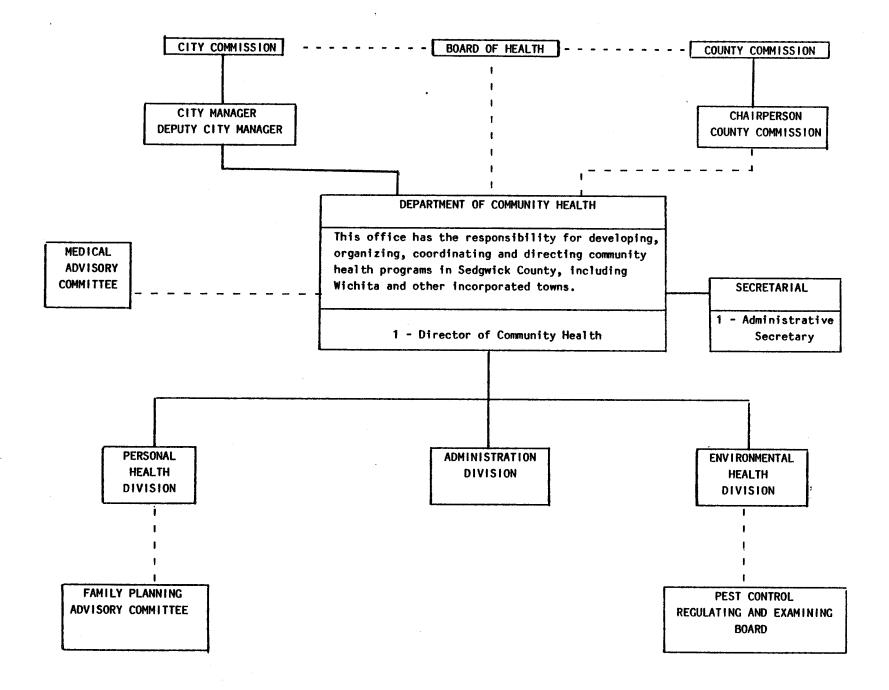
Plan review for new/renoved buildings, fire protection installation review/testing/inspection, inspections for hazardous occupancies, high-rise buildings and licensing and permits, condemnation of unsafe buildings and general code enforcement.

- 1 Chief Fire Inspector
- 1 Fire Prevention Plans Examiner
- 1 Fire Protection Systems Specialist
- 3 Fire Prevention Inspector I

### PUBLIC EDUCATION

Church, hospital, care facilities, and school inspections. Fire safety training and education for business, industry, schools, civic organizations and general public. Media fire safety promotions.

- 1 Chief Fire Prevention Training
  Instructor
- 1 Fire Prevention Inspector II
- 1 Fire Prevention Training Instructor II
- 2 Fire Prevention Training Instr. I



### DIRECTOR OF COMMUNITY HEALTH

### ADMINISTRATION DIVISION

Directs and coordinates all administrative services. Assists director in formulation of administrative policies and procedures and coordinating activities of two operating divisions.

1 - Health Administrative Services Director

### HEALTH EDUCATION SERVICES

Plans and implements public awareness programs stressing a healthful lifestyle and prevention of illness.

- 1 C. H. Education Dir.
- 1 Dental Health Education Supv.
- 1 Secretary

\*Dental Health for Children

- Program
- 1 Dental Health Educator
- 1 Dental Assistant

### LABORATORY SERVICES

Performs laboratory analysis necessary for the protection of the health of the community.

- 1 Lab. Director
- 1 Bact. II
- 1 Typist Clerk
- \* Gonorrhea Program
- 2 Bact. 11
- 1 Lab Assistant (PT-50%)

\*Family Planning

1 - Bact. ||

### BUILDING & GROUNDS/MOTOR POOL

Provides general maintenance of equipment, building and grounds, storage of supplies, property inventory and motor pool management.

- 1 Stationary Engineer II
- 3 Custodial Worker II
- 1 Chief Mechanic
- 1 Automative Mechanic

### ACCOUNTING SERVICES

Controls all fiscal records; prepares budgets; procures personnel, contractual services, commodities, and equipment; and maintains vital statistics

- 1 Administrative Asst.
- 2 Account Clerk II
- 1 Secretary

\*State Formula

1 - Clerk II

\*Family Planning

1 - Account Clerk I

### ALCOHOLISM FAMILY COUNSELING

Provides counseling for the addicted person and those emotionally involved.

- \*1 Alcoholism Program Director
- \*\*2 Counselor !!
- \*1 Secretary

\*Federal/State Funds
\*\*Special Alcohol Program

### DIRECTOR OF COMMUNITY HEALTH

### PERSONAL HEALTH SERVICES DIVISION

Directs and coordinates the overall planning and administration of all Personal Health Service programs.

1 - Personal Health Services Director

1 - Administrative Aide |

### SPECIAL SERVICES

Plans, Directs and supervises WIC (Supplemental Food Program for Women, Infants & Children and Home Health Agency.

### \*WIC

- 1 Nutritionist II
- 1 Nutritionist |
- 1 P. H. Educator I
- 4 C. H. Nurse I
- 1 C. H. Aide (PT-50%)
- 7 Clerk !!

### CLINIC SERVICES

Plans, directs, and supervises Family Planning, Maternal and Infant, V.D., Immunization and T. B. Clinics.

- 1 Chief, Clinic Services
- 2 Nurse Clinician
- 1 C. H. Nurse !!!
- 1 C. H. Nurse I
- 1 Administrative Aide I

### \*Family Planning

- 1 C. H. Aide
- 1 Social Worker |
- 1 Account Clerk I
- 2 Clerk II

### \*Maternal & Infant Care

- 1 C. H. Nurse III
- 1 Social worker I
- 1 CHN | (limited PT-50%)
- \*Indochinese Refugee Assist.
- 1 Clerk II
- \*T. B. Project Grant
- 1 C. H. Nurse 1
- 1 Clerk II
- \*Healthy Start
- 2 Outreach Workers

### \*Refugee Screening

- 1 Interpeter Aide
- 1 C. H. Nurse I

### \*Maternal & Child Health

- 1 C. H. Nurse !!!
- 1 C. H. Nurse I
- 1 Clerk (PT-50%)
- \*T. B. Outreach
- 1 Health Aide

### FIELD SERVICES

Plans, directs and supervises Licensure Program, SSI Program and five Health Stations.

- 1 Chief, Field Services
- 1 Nurse Clinician
- 4 C. H. Nurse !!!
- 13 C. H. Nurse I
- 1 Secretary
- 5 Clerk 11

### \*State Formula

- 2 C. H. Nurse 1
- 1 Typist Clerk
- 2 Clerk !!
- 1 Home Health Aide (Interpreter)
- 1 Home Health Aide (Interpreter) (PT-50%)

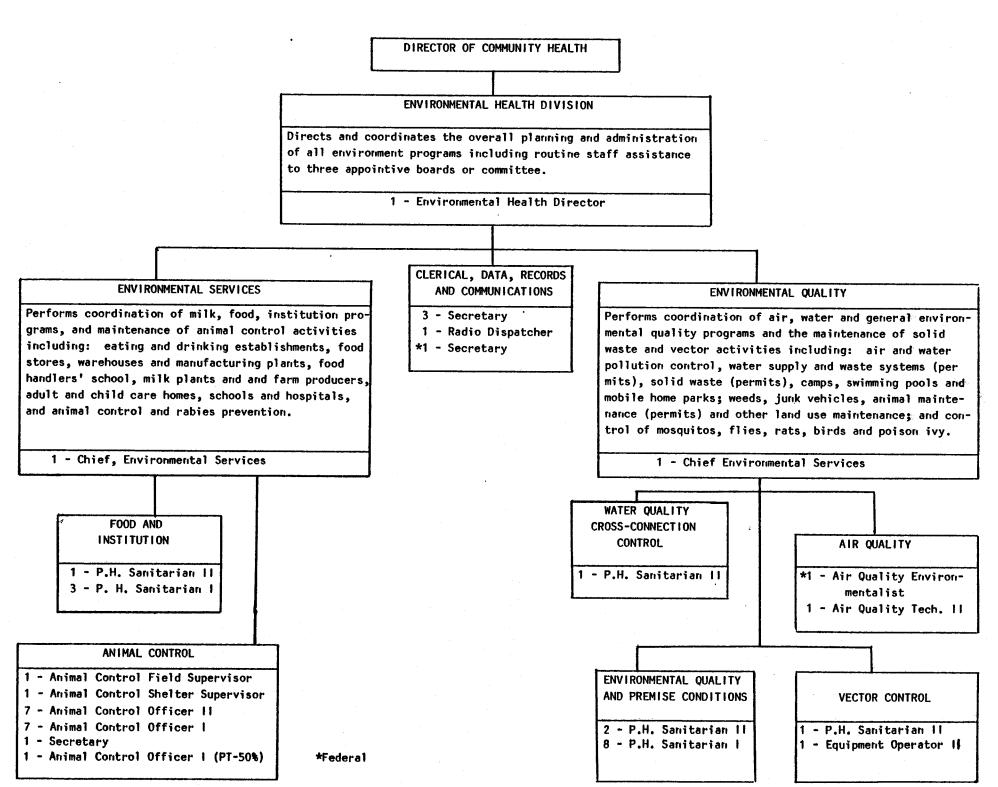
### \*Northeast Health Services

1 - Clerk II

### \*Colvin/Planeview

- 1 C. H. Nurse II
- 1 Clerk II

\*Federal/State Funds



### DIRECTOR OF COMMUNITY HEALTH

### STATE AND FEDERAL GRANTS Air Pollution (10/1/85 - 9/30/86) Indochinese Refugee Assistance Program (10/1/85 - 9/30/86) 1 - Air Quality Environmentalist · (Self-sustaining) 1 - Secretary 1 - Clerk | 1 Alcoholism Family Counseling (7/1/85 - 6/30/86) Maternal & Infant Care Project (7/1/85 - 6/30/86) 1 - Alcoholism Program Director 1 - C. H. Nurse !!! 1 - Secretary 1 - Social Worker 1 - C. H. Nurse I (limited) (PT-50%) State Formula (7/1/85 - 6/30/86) 2 - C. H. Nurse ! 1 - Typist Clerk 2 - Clerk II Colvin/Planeview Health Station (1/1/86 - 12/31/86) (CDBG) 1 - Home Health Aide (Interpreter) 1 - C. H. Nurse II 1 - Home Health Aide (Interpreter) (PT-50%) 1 - Clerk !! Maternal & Child Health (7/1/85 - 6/30/86) Northeast Health Services (1/1/86 - 12/31/86) (CDBG) 1 - C. H. Nurse !!! 1 - Clerk !! 1 - C. H. Nurse I 1 - Dental Health Educator Refugee Health Screening (10/1/85 - 6/30/86) 1 - Dental Assistant 1 - C. H. Nurse I 1 - Clerk (PT-50%) 1 - Interpreter Aide Family Planning (7/1/85 - 6/30/86) T. B. Grant (7/1/85 - 6/30/86) 1 - Social Worker 1 1 - C. H. Nurse I 1 - Bacteriologist II 1 - Clerk II 1 - C. H. Aide 2 - Clerk II T. B. Outreach (10/1/85 - 9/30/86) 1 - Account Clerk I 1 - Health Aide Gonorrhea Control (7/1/85 - 6/30/86) WIC--Suppl. Food Prog. for Women, Infants & Children (7/1/85 - 6/30/86) 2 - Bacteriologist II 1 - Nutritionist II 1 - Laboratory Assistant (PT-50%) 1 - Nutritionist 1 1 - P. H. Educator I Healthy Start (7/1/85 - 6/30/86) 4 - C. H. Nurse I 2 - Outreach Workers 1 - C. H. Aide (PT-50%) 7 - Clerk | |

NOTE: The positions listed on this page are a summary of all the Health nonlocally funded positions shown on the previous Health pages. Also shown are the inclusive dates of the current contracts and budgets.

#### DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT

Supervises and coordinates all activities related to the Department of Housing and Economic Development. Renders professional advice and service to the Board of City Commissioners.

1 - Director of Housing and Economic Development

#### DEPUTY DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

Assists Director in formulation of administrative policies, procedures and coordination of activities of divisions: assumes Director's responsibilities in Director's absence; responsible for fiscal management of contracts and funds assigned; researches, analyzes, develops and executes special projects as directed: supervises staff assistance to appointive boards; administers Model Cities Loan Guarantee program activities.

1-Deputy Director

WICHITA HOUSING AUTHORITY (WHA) PROPERTIES Operation and administration of 1,200 federally assisted housing units under terms and conditions of Annual Contribution Contracts (ACC) between the City and the Department of Housing and Urban Development (HUD).

See page 36

#### HOUSING DEVELOPMENT AND **ENERGY RESOURCES**

A federally funded office responsible for the preparation, implementation and administration of grants, loans and special projects related to home and business loans and energy conservation, analysis and adequate local supplies.

See page

34

#### ADMINISTRATION AND FINANCE T

Assists in preparation of various federal applications. Responsible for planning, monitoring, inspecting and reporting of various projects relating to housing and redevelopment. Relieves supervisor of routine administrative activities: Composes correspondence, drafts reports, reconciles fiscal accounts, and provides clerical pool services. Performs technical compliance audits on all current IRB issues at least annually. Assures EEO compliance of department. Serves as computer assistant on department budgets. Answers inquiries from public and other agencies. Provides staff assistance to boards and commissions.

- 1 Industrial Analyst
- 1 Administrative Aide III
- 1 Administrative Secretary
- 1 Secretary

**BOARDS SERVED BY DEPARTMENT** 

Economic Development Commission Public Building Commission Board of Electrical Examiners Board of Examiners of Air Conditioning, Refrigeration, Warm Air Heating and Boilers Board of Examiners and Appeals Building Code Board of Examiners of Plumber and Gas Fitters Board of Housing Standards and Appeals Board of Housing Commission Wichita/Sedgwick County Air Museum Task Force Area Energy Policy Monitoring

INDUSTRIAL DEVELOPMENT +

Coordinates and supervises economic and industrial development function for the department. Administers the marketing of Cityowned industrial property. Serves as liaison official between City departments, industry and developers on area industrial and other development activities.

- 1 Industrial Development Officer
- 1 Industrial Analyst
- \*1 Industrial Analyst

Group

Force as well as to the International Marketing Program.

staff support to the Air

Museum Task Force and the

Chinese Sister City Task

\*1 - Commercial Dev. and Marketing Officer

COMMERCIAL DEVEL. & MARKETING

the private sector in initiat-

commercial projects. Also re-

Responsible for working with

ing and implementing private

sponsible for marketing all

City property identified for

commercial redevelopment or

declared surplus. Provides

- \*1 Industrial Analyst
- \*1 Secretary

CENTRAL INSPECTION

A City utility operation responsible for city-wide code enforcement and special projects dealing with housing. building and trade codes. licenses, and other related activities. 37

See page

+ NOTE: In process of being reorganized.

\*Funded by CDBG

DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

#### HOUSING DEVELOPMENT

#### AND ENERGY RESOURCES

Designs, directs and coordinates all activities related to housing development, housing rehabilitation, energy conservation and energy planning; promotes public awareness; develops and administers programs for development, redevelopment and rehabilitation of housing working with the Economic Development Commission, HUD, WHA, local lenders, developers, builders and the public; coordinates and promotes efforts to develop and maintain adequate energy supply for local needs; monitors environmental impact of energy alternatives; secretariat to joint City/County Energy Advisory Board; coordinates weatherization programs and building energy audits; implements Area Energy Policy Plans of Action.

- \*1 Housing Development and Energy Resources Director
- \*1 Administrative Aide II.

## REHABILITATION OFFICER

Directs and coordinates the implementation of housing development and rehabilitation programs. Approves all federal and local loans and grants for rehabilitation.

\*1 - Rehabilitation Officer

### ENERGY PROGRAMS

See page 35

#### REHABILITATION LOAN PROCESSING

Prepares and processes applications for financial assistance from rehabilitation programs and bond issues; counsels low-income loan applicants; handles invitations for bids from contractors; responsible for all loan documents and maintenance of records, including payroll; responsible for reports to division director, department director and other departments as required.

\*1 - Rehabilitation Specialist

#### REHABILITATION LOAN SERVICES

Handles interviews and structure inspections; verifies applicant's eligibility; prepares specifications for needed repairs; estimates costs and insures that all codes and ordinances are met; monitors construction phases; assists property owners in securing contractor bids; acts as liaison between homeowner and contractor.

- \*1 Rehabilitation Coordinator
- \*2 Rehabilitation Loan Specialist

## HOUSING DEVELOPMENT AND REHABILITATION SERVICES

Works with public and private groups on housing development and rehabilitation, including multifamily housing and commercial redevelopment programs; assists in the preparation or revision of regulations; supervises and inspects rehabilitation work as it progresses; as time permits, provides rehabilitation services similar to those listed under the Rehabilitation Loan Services section.

- \*1 Rehabilitation Coordinator
- \*1 Rehabilitation Loan Specialist

DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

HOUSING DEVELOPMENT AND ENERGY RESOURCES DIRECTOR

#### **ENERGY SUPERVISOR**

Directs and coordinates all residential weatherization projects; supervises interfacing of delegate programs with DOE, SRS, SEOO and Housing Development services; responsible for management of HELP/WAP Programs.

\*\*1 - Energy Supervisor

# LOW INCOME ENERGY EDUCATION PROGRAM

Provides in-home consultation on how to save energy using only low-cost/no-cost measures and lifestyle changes.

- +1 Administrative Aide III
- +3 Apprentice Worker (seasonal/limited)

#### **WEATHERIZATION ASSISTANCE PROGRAMS**

Administers and manages/delegate low-income Weatherization Assistance Programs (WAP); coordinates labor and contractual sources; secures and develops funding sources and labor resources; supervises grant applications and commitments.

- \*\*1 Administrative Assistant
- \*\*1 Secretary
- \*\*1 Secretary (seasonal/limited)

## LOW INTEREST LOAN PROGRAM

Administers and manages Home Energy Loan Program (HELP), which includes handling outstanding loans requiring posting of payments and delinquent account procedures; initiates loan agreements; provides resources and clearinghouse for public inquiries; supervises interpretation of infrared thermograms; provides for off-site informational programs on weatherization.

\*\*1 - Administrative Aide |

#### ON-SITE FIELD OPERATIONS

Provides on-site weatherization work on client homes, including caulking, window and door repair/replacement, storm windows, insulation and other minor improvements to increase energy efficiency of homes.

- \*4 Labor Supervisor I
- \*3 Laborer I
- 1-12 Weatherization Worker (non-City)

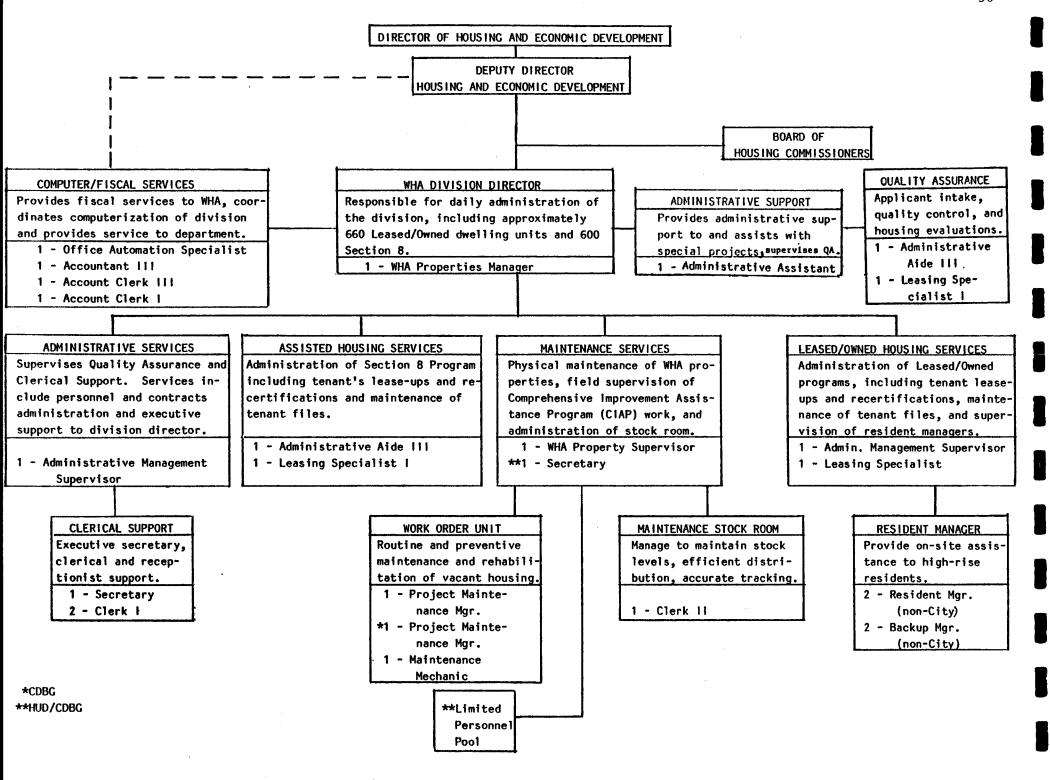
#### FIELD INSPECTIONS

Performs weatherization inspections, client consultations; certifies work of City and contract weatherization crews.

- \*1 Administrative Aide II
- \*1 Inspector I

+KCC

\*SE00/D0E \*\*CDBG/HUD



#### DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT CITIZEN ADVISORY BOARDS DIVISION OF CENTRAL INSPECTION INTERDEPARTMENTAL LIAISON COMMITTEE The superintendent or representative Directs the administration of activities within Works with the Superintendent to coordinate acts as ex-officio/secretary to rethe agency. Plans and coordinates agency operainspections with other departmental prolated citizen boards; advises and tions; develops overall inspection programs, grams; provides consultation and technical performs administrative tasks as including revisions in City Codes and fee information as required. designated. schedule. Board of Electrical Examiners 1 - Superintendent of Central Inspection Fire Department Board of Examiners of Air Condi-Planning Department tioning, Refrigeration, Warm Police Department Air Heating and Boilers Health Department Board of Examiners & Appeals Department of Administration **Building Code** (Licensing) Board of Examiners of Plumbers and Gas Fitters Board of Housing Standards and Appeals BUILDING CODE ADMINISTRATOR BUILDING CODE ENGINEER HOUSING CODE ADMINISTRATOR BUILDING ELECTRICAL & PLANS EXAMINATION HOUSING MAINTENANCE ZONING, LICENSE & INSPECTION **ELEVATOR INSPECTION** INSPECTION SIGN INSPECTION See page 39 See page 39 See page 40 See page 41 See page 41 PLUMBING & SEWER & MECHANICAL INSPECTION ADMINISTRATIVE SERVICES See page 39 Permit Application and Plans Submittal Permit and License Issuance and Records Secretarial/Clerical Support See page 38

#### ADMINISTRATIVE SERVICES

Directs division permit and license issuance, permit application, plans submittal, record keeping, data processing, general clerical support, and public relations activities. Serves as Law Department liaison and legal enforcement officer. Responsible for addressing of new structures and address changes. Administers homeowner licensing and testing program. Coordinates division training and certification testing program.

1 - Administrative Supervisor

## PERMIT APPLICATION AND PLANS SUBMITTAL

Processes application for all building permits and plan reviews. Determines proper site on residential permits by drawing plot plans, checking zoning, conditions for issuance, etc.

Logs plans and determines plan review and permit fees. Answers code

- 1 Permit Examiner
- 1 Building Plans
  Examiner 1
- 1 Assistant Permit Examiner

questions and conducts plan

review on minor projects.

#### PERMIT AND LICENSE ISSUANCE AND RECORDS

Issues all permits for building, plumbing, electrical, mechanical, elevators, signs, sewers, and moving of structures. Issues all construction licenses and certificates. Prepares codebooks and ordinance supplements for sale. Does follow-up on delinquent permits. Prepares reports for internal and external distribution on construction activity. Prepares daily cash report of financial activity. Handles purchasing and payroll.

- 2 Account Clerk !!
- 3 Clerk !!

#### SECRETARIAL/CLERICAL SUPPORT

Types correspondence, receives visitors, does filing, answers phones, dispatches on radio, assists in publication of CINCH, routes interoffice mail, controls data entry on computer files.

- 1 Secretary
- 2 Clerk | |

#### BUILDING CODE ADMINISTRATION

Assists and acts for the Superintendent in supervision of all facets of the sections' operation, requiring compliance (totally or in part) with Titles 2, 5, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22, and 23 of the Code of the City of Wichita, Kansas.

1 - Building Code Administrator

### COMBINATION INSPECTION

Responsible for inspection of building, plumbing, electrical, and mechanical areas in residential construction.

4 - Combination Inspector

#### **BUILDING INSPECTION**

Inspection of new and remodeled building construction, including structures other than buildings for compliance with Title 18 and related City Codes. Conducts periodic maintenance inspections on nonresidential structures; inspects dangerous and damaged structures: monitors Industrial Compliance Certificates; conducts periodic inspections of facilities involved with the issuance of Industrial Revenue Bonds: inspection of existing structures for federally funded assistance projects; awnings, canopies and marquees; fencing and screening generally; subdivision regulations and Community Unit Plan/Planned Unit Development requirements; child day care centers.

- 1 Chief Building Inspector
- 2 Inspector II
- 5 Inspector I

#### **ELECTRICAL & ELEVATOR INSPECTION**

Inspection of all electrical installation within the City of Wichita in accordance with Title 19 and related City Codes. Inspection of new elevator and related equipment installations and annual maintenance inspections of passenger and freight elevators, escalators, dumbwaiters, stage lifts, man lifts, etc.

- 1 Chief Electrical & Elevator Inspector
- 1 Electrical Inspector II
- 2 Electrical Inspector 1
- 1 Inspector I (Elevator)

# PLUMBING & MECHANICAL & SEWER INSPECTION

Inspection of all plumbing and gas fitting installations in accordance with Title 21 and related City Codes. Inspection of all warm air heating, air conditioning, refrigeration and boiler installation in accordance with Title 22 and related City Codes, including periodic maintenance inspection on all boilers, pressure vessels and vacuum vessels. Inspects all connections to public sewer system.

- 1 Chief Plumbing & Mechanical Inspector
- 1 Plumbing Inspector II
- 2 Plumbing Inspector I
- 1 Mechanical Inspector II
- 1 Mechanical Inspector i

#### BUILDING CODE ENGINEERING

Assists and acts for the Superintendent in supervision of all facets of the section's operation; performs code analysis in architectural-related problems; codes research and records maintenance.

1 - Building Code Engineer

PLANS EXAMINATION

#### COMMERCIAL

Review all new construction or remodeling plans for compliance with City Codes including Titles 18, 15, 28, Historic Landmark Preservation, Helicopter and Helistops, Excavations, Driveways and Curb Cuts; Off-street Parking; Swimming Pools, Right-of-way Acquisition, Flood Plain Ordinances, Hydrogeological areas, Subdivision Regulations, Community Unit Plan/Planned Unit Development, Drainage, and Energy Conservation Requirements, etc. Prepares reports for supervisory review.

- 1 Building Plans Examiner III
- 3 Building Plans Examiner II
- 1 Building Plans Examiner I

#### MAINTENANCE INSPECTION

Assists and acts for the Superintendent in supervision of all facets of the section's operation requiring compliance (totally or in part) with Titles 3, 4, 5, 7, 10, 18, 20, 24, 25, 26, and 28 of the Code of the City of Wichita, Kansas.

1 - Housing Code Administrator

#### HOUSING MAINTENANCE INSPECTION

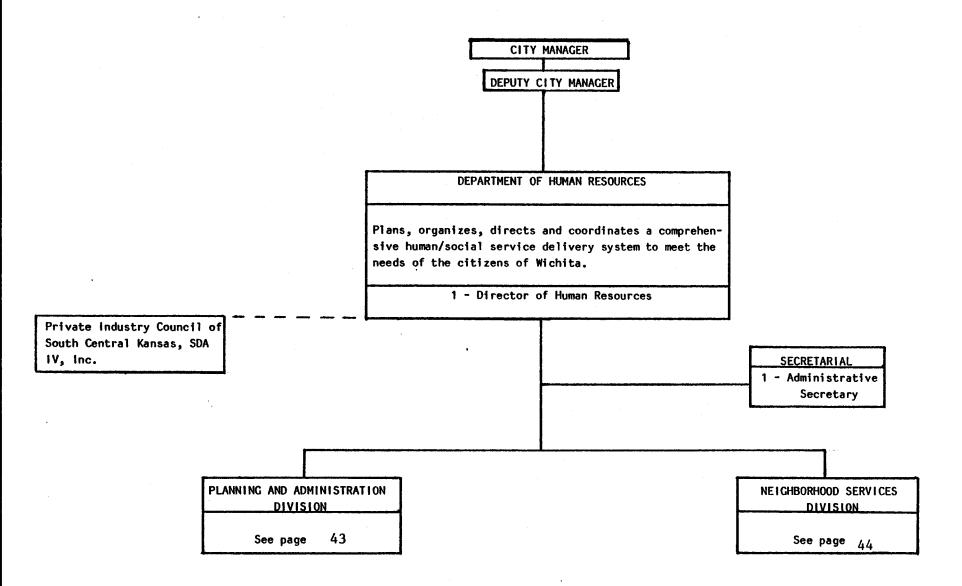
Performs maintenance inspections of residential properties in accordance with Title 20 and related City Codes. Inspections are conducted both on request and a monitoring basis. Prepares Condemnation cases on dangerous and unsafe structures in accordance with City Policy and State Statute. Inspects reroof, reside and wrecking of residential structures in accordance with Title 18 and related City Codes. Inspects residential structures to be moved either inside or out of the city and performs ownership verifications of parcels affected by public works projects.

- 1 Chief Housing Inspector
- 2 Inspector II
- 4 Inspector I

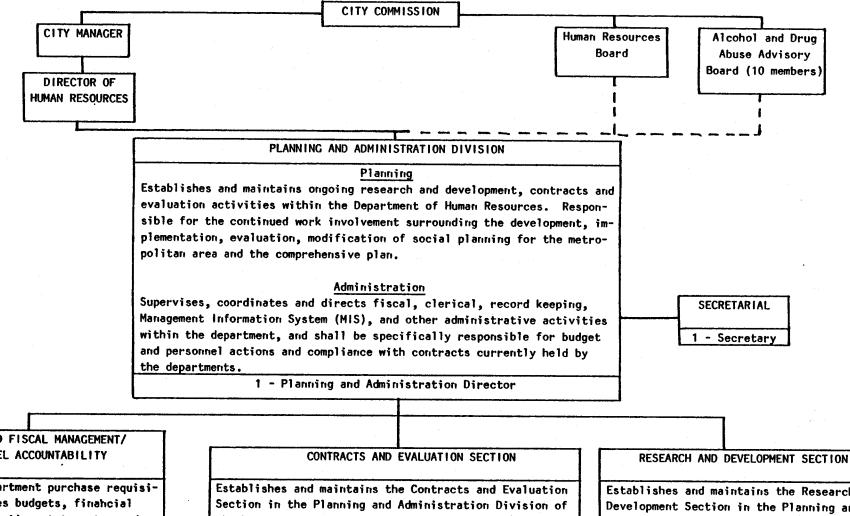
#### ZONING, LICENSING & SIGN INSPECTION

Enforces Title 28, Zoning Ordinance and related City Codes on both a request and area monitoring basis. Performs licensing functions in conjunction with zoning on Amusement Parks and Rides, Dances and Dance Halls, Motor Vehicle Wrecking, Home Occupations, Cereal Malt Beverages, Oil and Gas Wells, Trailer and Trailer Camps, Fencing, Borrow, Sand and Gravel Pits, etc. Enforces maintenance requirements of screening in accordance with Subdivision Regulations and Community Plan/Planned Unit Developments. Inspects all new permanent sign installations for conformance to Titles 24 and 28 as well as enforcing the temporary sign provisions. Periodic maintenance inspections are conducted on all existing signs.

- 1 Inspector II
- 4 Inspector I



The positions listed above are funded from federal sources, including the Department of Labor and Community Services Block Grant (CSBG) program.



## **BUDGET AND FISCAL MANAGEMENT/** PERSONNEL ACCOUNTABILITY

Initiates department purchase requisitions, prepares budgets, financial reports, accounting statements, and inventories: records and compiles program activity data for reporting to various grantees and the Human Resources Board; coordinates departmental payroll, personnel and staffing compliance.

- 1 Accountant II
- 1 Account Clerk III
- 1 Typist Clerk

the Department of Human Resources. Collects and analyzes contract preparation and evaluation. Designs and monitors Human Services Management Information Systems, prepares and implements contracts, monitors and evaluates goals and objectives of the department. and modifies contracts to meet changing needs and requirements.

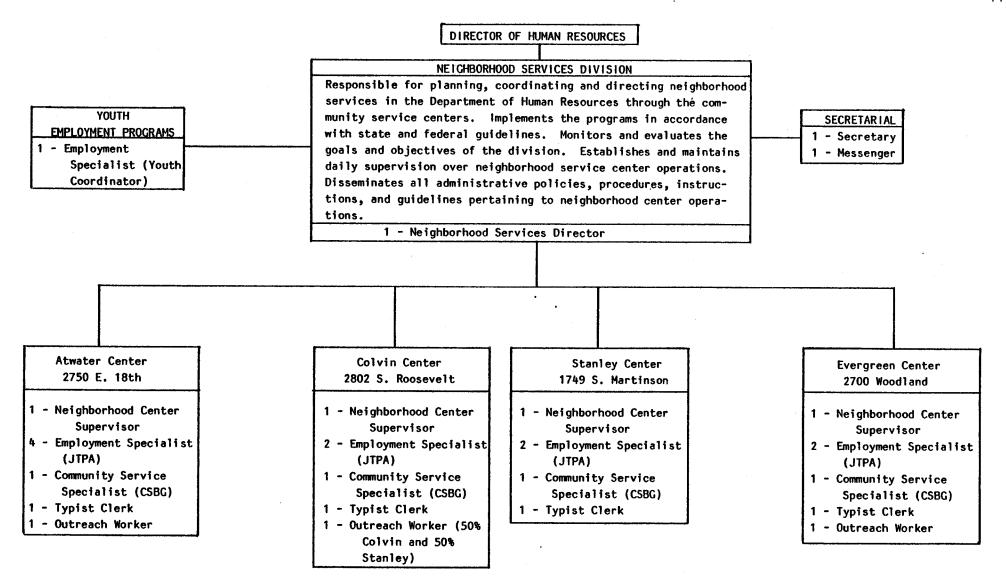
1 - Senior Planner

Establishes and maintains the Research and Development Section in the Planning and Administration Division of the Department of Human Resources. Formulates, plans and researches documents and other detailed techmical functions and data necessary within the department. Comprehensive reports, analyzing and compiling technical/statistical information and developing assessed alternatives are also conducted. Provides staff support to the Alcohol and Drug Abuse Advisory Board (ADAAB).

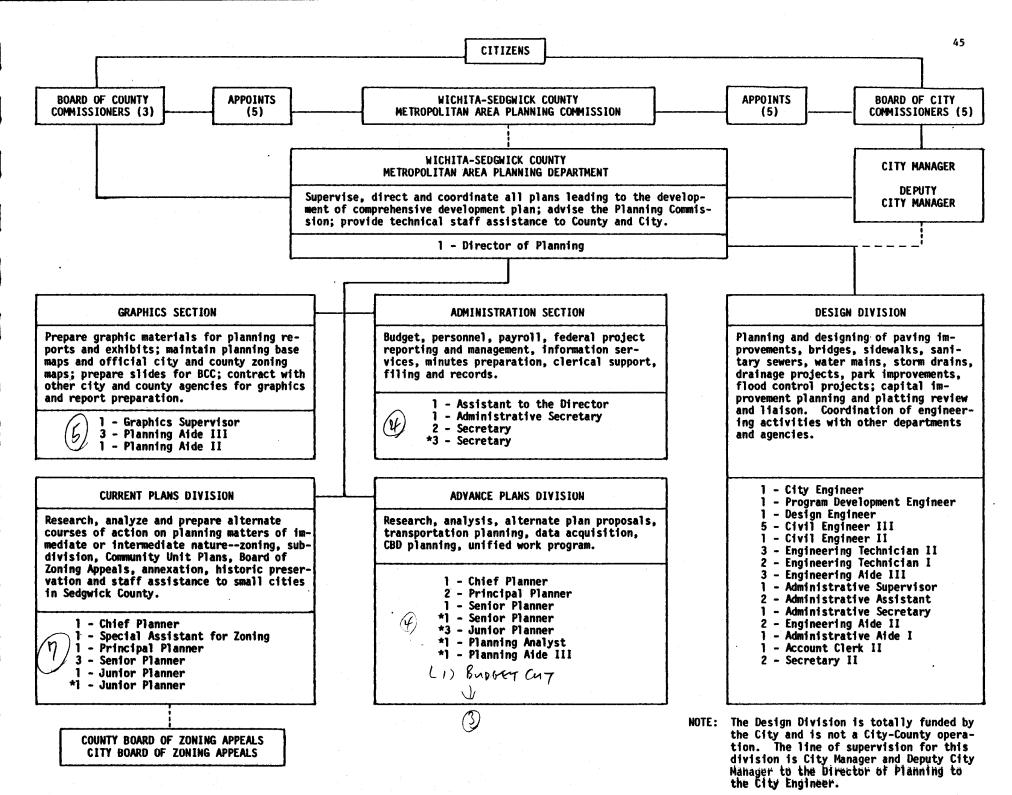
- \*\*1 Senior Planner
  - 1 Junior Planner

This division is funded by grants from the Community Services Block Grant (CSBG) program, the Department of Labor and private club liquor tax revenues in the Special Alcohol Programs Fund.

## \*\*Special Alcohol Program Fund



This division is funded by grants from the Community Services Block Grant (CSBG) program, the Job Training Partnership Act and the Community Development Block Grant (CDBG) program.



<sup>\*</sup> Federal or State Funding

CITY MANAGER
DEPUTY CITY MANAGER

## DEPARTMENT OF OPERATIONS AND MAINTENANCE

Responsible for integrating operations and maintenance activity in the following specific areas: maintenance and cleaning of streets, bridges and sidewalks; service and repair of motor vehicles and other equipment within both the Official Motor Pool and the Equipment Motor Pool, installation and maintenance of traffic signals, signs and lame markings; maintenance of the flood control system; operation of the weed mowing and noxious weed control programs; closing former landfill sites, operation of snow removal and ice control control program, and construction of streets, bridges, sidewalks, sewers, storm drains and drainage projects. Responsible for coordinating departmental activities with those of other departments and agencies. Responsible for overseeing operation of Brooks Landfill by private contractor.

## 1 - Director of Operations and Maintenance

# ADMINISTRATIVE RESEARCH AND PLANNING SECTION

Assist Director in coordinating departmental and interdepartmental activities. Conduct management research and analysis. Oversee payroll preparation; maintain personnel records and statistics. Recover compensation for damage to traffic signals, signs, and other City property under control of Operations and Maintenance.

- 1 Assistant to the Director
- 1 Administrative Aide II

#### SECRETARIAL

Produce memos, reports and correspondence; public information and referral; maintains files; maintains street construction listing for media, MTA, and emergency services.

1 - Administrative Secretary

FLEET MAINTENANCE DIVISION See page 47

TRAFFIC ENGINEERING
See page 48

ENVIRONMENTAL MAINTENANCE DIVISION

See page 49

CONSTRUCTION AND MAINTENANCE DIVISION

See page 51

#### FLEET MAINTENANCE DIVISION

Responsible for repair, maintenance and management of all vehicles and other equipment included in both the Official Motor Pool and the Equipment Motor Pool. Coordinate purchase of replacement vehicles and equipment. Coordinate division's operations with those of user activities. Responsible for security operation, repair, and maintenance of buildings and grounds at the Central Maintenance Facility, 1801 S. McLean Boulevard.

- 1 Fleet Maintenance Director
- 1 Fleet Maintenance Supervisor

## EQUIPMENT MOTOR POOL

Responsible for repair and maintenance of all EMP vehicles and equipment. Conduct preventive maintenance program. Make service calls to vehicles/equipment disabled in the field.

## 1 - Equipment Maintenance Supervisor

#### First Shift

- 1-Chief Mechanic
- 1-Auto Mechanic Supv.
- 8-Auto, Mechanic
- 1-Machinist Mechanic
- 1-Auto Mech. Helper
- 1-Auto. Service Worker

#### Second Shift

- 1-Chief Mechanic
- 1-Auto Mechanic Supv.
- 2-Auto Mechanic
- 1-Auto. Svc. Worker
- 1-Auto Mechanic Helper

## Third Shift

- 1-Chief Mechanic
- 1-Auto. Mechanic Spv.
- 3-Auto. Mechanic
- 1-Auto. Service Worker

## Weekend and Holiday

- 2-Auto. Mechanic

## 2-Auto. Service Worker

## ADMINISTRATION

Provide administrative services, including record maintenance, operation reports and payroll. Provides radio dispatching for all user activities.

- 1 Administrative Aide II
- 1 Administrative Aide |
- 2 Account Clerk II

#### OFFICIAL MOTOR POOL

Responsible for repair and maintenance of all OMP vehicles and equipment. Conduct preventive maintenance program. Make service calls to vehicles/ equipment disabled in the field.

1 - Equipment Maintenance Supervisor

#### First Shift

1-Auto. Mechanic Supervisor

1-Auto. Mechanic Supervisor

4-Auto. Mechanic

Second Shift

1-Auto. Mechanic 1-Auto. Mechanic Helper

1-Auto. Mechanic Helper

## Paint/Body Shop

- 1-Body Shop Supervisor
- 1-Body Shop Mechanic

#### CENTRAL STORES

Maintain parts and materials stores. Procure and issue parts and materials. Conduct inventories.

- 1-Administrative Aide II
- 2-Storekeeper II (1st shift)
- 1-Storekeeper | (2nd shift)
- 1-Storekeeper II (3rd shift)
- 2-Storekeeper I (1st shift)

## CENTRAL MAINTENANCE FACILITY

Repair and maintain the Central Maintenance Facility complex and arounds.

Building Maintenance

- 1-Maintenance Mechanic Supervisor
- 1-Custodial Worker |

### DIRECTOR OF OPERATIONS & MAINTENANCE

#### **ENVIRONMENTAL MAINTENANCE DIVISION**

Develop, coordinate and administer the City's street cleaning, snow removal, flood control, weed mowing, noxious weeds eradication, lot cleanup and Chapin landfill closure activities. Also responsible for overseeing Brooks Landfill operation by private contractor.

- 1 Environmental Maintenance Engineer
- 1 Administrative Aide |

## FLOOD CONTROL AND LANDFILL SECTION

Responsible for emergency repair and scheduled maintenance, including grading, natural waterway reconstruction, stream debris removal, fencing and turfing of the Flood Control project, and covering the two landfill sites in accordance with the State-approved plan.

- 1 Flood Control and Landfill Supervisor
- 1 Administrative Aide II

LITTER CONTROL SECTION

See page 50

#### FLOOD CONTROL MAINTENANCE

Repair erosion damage. Grade and reconstruct waterways. Remove debris, mow, turf, fence and spray. Perform stream flow and test well measurements.

1 - Engineering Aide II

#### HEAVY EQUIPMENT OPERATIONS

- 1 General Supervisor II
- 7 Equipment Operator II-Heavy

#### UTILITY OPERATIONS

- 1 Labor Supervisor II
- 5 Equipment Operator I
- 5 Mechanical Equipment Operator (seasonal)

#### LANDFILL ACTIVITY

Provide cover at landfill sites where dumping is complete (Chapin site and east side of Brooks site).

- 1 Equipment Operator II Supv.
- 3 Equipment Operator II Heavy

#### ENVIRONMENTAL MAINTENANCE ENGINEER

#### LITTER CONTROL SECTION

Responsible for planning, directing and coordinating all street flushing, salting, sanding, snow plowing and other street cleaning operations. Responsible for developing comprehensive weed mowing, noxious weeds eradication, and lot cleanup programs.

1 - Litter Control Director

#### STREET CLEANING AND SNOW REMOVAL SECTION

Sweep residential areas during day hours, and core area and arterials at night, using mechanical sweepers. Manually pick up litter and trash on medials and along major thoroughfares. Pick up trash from core area public trash receptacles. Responsible for coordinating all snow removal and ice control operations.

- 1 Street Cleaning Supervisor
- 1 General Supervisor II

#### DAY OPERATIONS

- 1 Labor Supervisor II
- 12 Equipment Operator II
- 2 Equipment Operator 1
- 2 Laborer 1

#### **NIGHT OPERATIONS**

- 1 Labor Supervisor I
- 4 Equipment Operator II
- 1 Equipment Operator |

## LITTER COLLECTION

- 1 Equipment Operator |
- 1 Equipment Operator (Downtown Sweeping)\*\*

#### LOT CLEANUP

8 - Mechanical Equipment Operator (seasonal)

## WEED MOWING AND NOXIOUS WEEDS ACTIVITIES

Mow weeds on public right-of-way. Mow weeds on private property per ordinance. Spray noxious weeds. Maintain Highland Cemetery grounds.

1 - General Supervisor I

### WEED MOWING

- 1 Labor Supervisor 1
- 21 Mechanical Equipment Operator (seasonal)
- 2 Community Service Record Clerk (seasonal)

#### HIGHLAND CEMETERY

- 1 Equipment Operator II (seasonal)
- 1 Equipment Operator I (seasonal)

#### NOXIOUS WEEDS

- 1 Noxious Weed Supervisor
- 2 Mechanical Equip. Operator (seasonal)

\*\*This position is jointly funded by the City and the Wichita Chamber of Commerce for downtown sidewalk sweeping and litter control.

DIRECTOR OF OPERATIONS & MAINTENANCE

#### CONSTRUCTION & MAINTENANCE DIVISION

Responsible for coordination and management of activities involved in constructing streets, sewers, storm drains, sidewalks and drainage projects, following letting of a construction contract through project completion and certification. Includes project management, inspection and utility location. Also, responsible for the repair, maintenance and resurfacing of all streets, alleys and bridges within the City, as well as ditch maintenance and sidewalk repairs. Supervises and maintains the Northeast and West Substations (maintenance facilities).

1 - Construction and Maintenance Engineer

# CONSTRUCTION & MAINTENANCE ADMINISTRATIVE SUPPORT

Provide administrative services including record maintenance, research, operation reports, partial payments for construction projects, right-of-way use permits, and pavement cut and repair records.

- 1 Admin. Assistant for O&M
- 1 Administrative Assistant
- 2 Administrative Aide !
- 1 Secretary

#### RAILROAD CROSSING IMPROVEMENT

Responsible for evaluation of railroad crossings, and for administration, planning and coordination with railroads for crossing signals, maintenance, reconstruction and crossing protection.

1 - Civil Engineer III

#### PAVEMENT AND SIDEWALK INSPECTION

Inspect pavement cuts made by private contractors, utility companies and other City departments. Supervise construction of driveways and sidewalks by private contractors.

- 1 Street Inspector Supervisor
- 3 Street Inspector

STREET MAINTENANCE SECTION

See page 52

CONSTRUCTION & SURVEY SECTION

See page 53

#### STREET MAINTENANCE SECTION

Responsible for both emergency and scheduled repairs, maintenance and resurfacing of all paved and unpaved streets and alleys.

- 1 Street Maintenance Supervisor
- 1 Assistant Street Maintenance Supervisor

#### ADMINISTRATIVE SUPPORT

Provide administrative services, including record maintenance, daily operation reports and payroll.

1- Administrative Aide II

#### **ENGINEERING SUPPORT**

Establish grades and rightof-ways and perform other support work for zone activities. Investigate drainage

and alley
maintenance (grading)
requests.

- 1 Engineering Aide III
- 1 Engineering Aide II

## ALLEY MAINTENANCE

Maintain alleys in all four zones.

- 1 Equipment Operator II Supv.
- 1 Equipment Operator II
- 2 Equipment Operator I

#### ZONE ACTIVITIES

Perform routine maintenance of streets and right-of-way, including grading, patching and surface repairs.

#### WEST SUBSTATION

1 - General Supervisor II

### ZONE 1

- 1 Labor Supervisor II
- 5 Equipment Operator II
- 5 Equipment Operator I
- 1 Laborer I

## ZONE 2

- 1 Labor Supervisor II
- 6 Equipment Operator II
- 3 Equipment Operator I

## NORTHEAST SUBSTATION

1 - General Supervisor II

#### ZONE 3

- 1 Labor Supervisor II
- 7 Equipment Operator II
- 4 Equipment Operator I
- 1 Laborer I

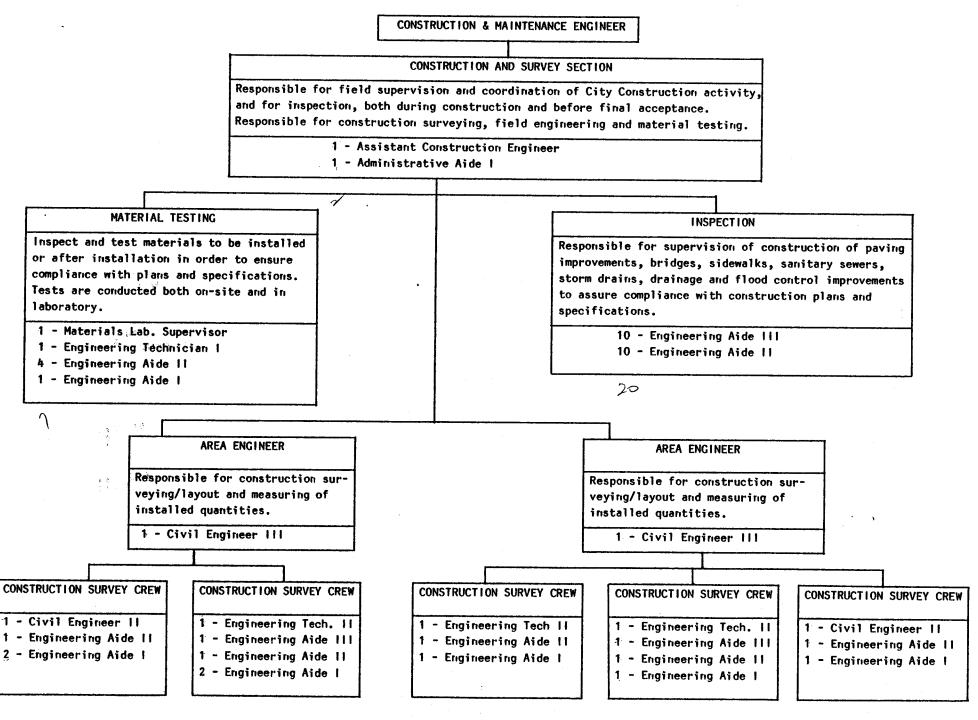
#### ZONE 4

- 1 Labor Supervisor II
- 4 Equipment Operator II
- 5 Equipment Operator I
- 1 Laborer

### INTER-ZONE ACTIVITIES

Perform major maintenance operations, including repairing, overlay, stabilization, joint-crack sealing, mudjacking and surface sealing.

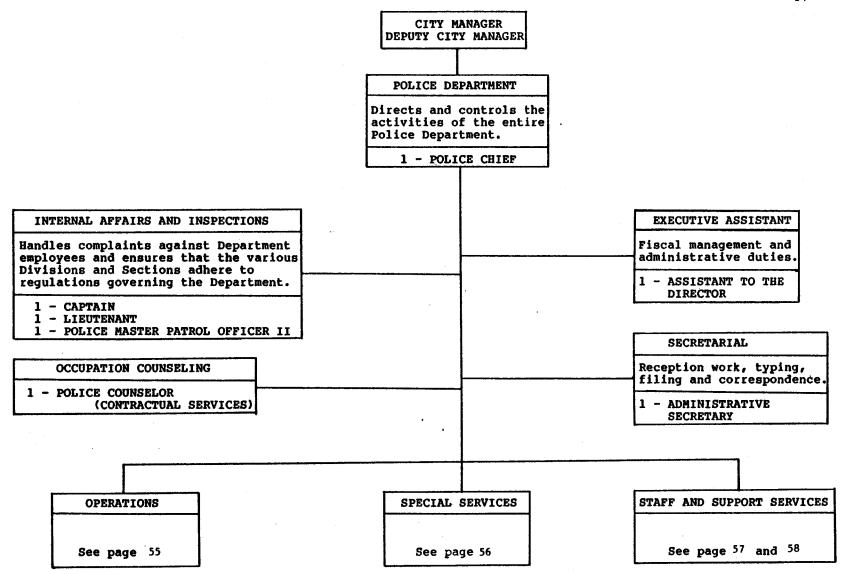
- 1 Labor Supervisor II
- 2 Equipment Operator II Supervisor
- 7 Equipment Operator II
- 11 Equipment Operator I
- 1 Mech. Equipment Operator

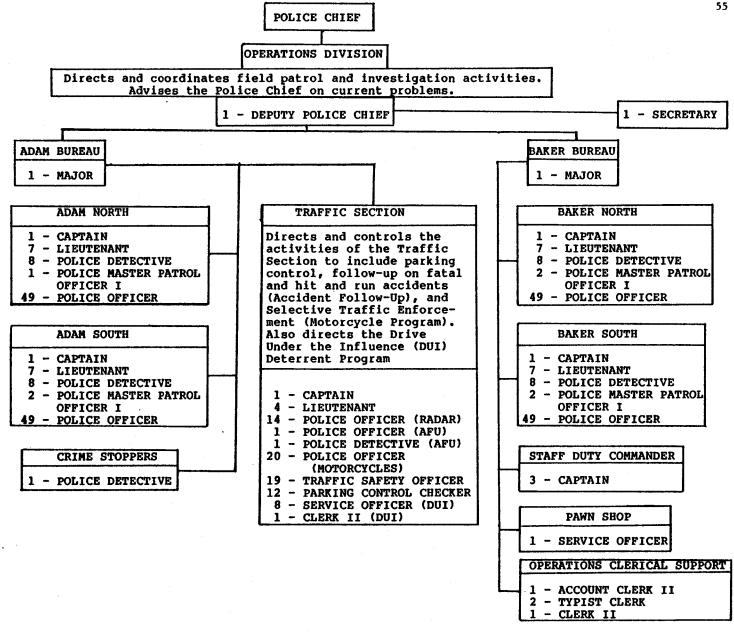


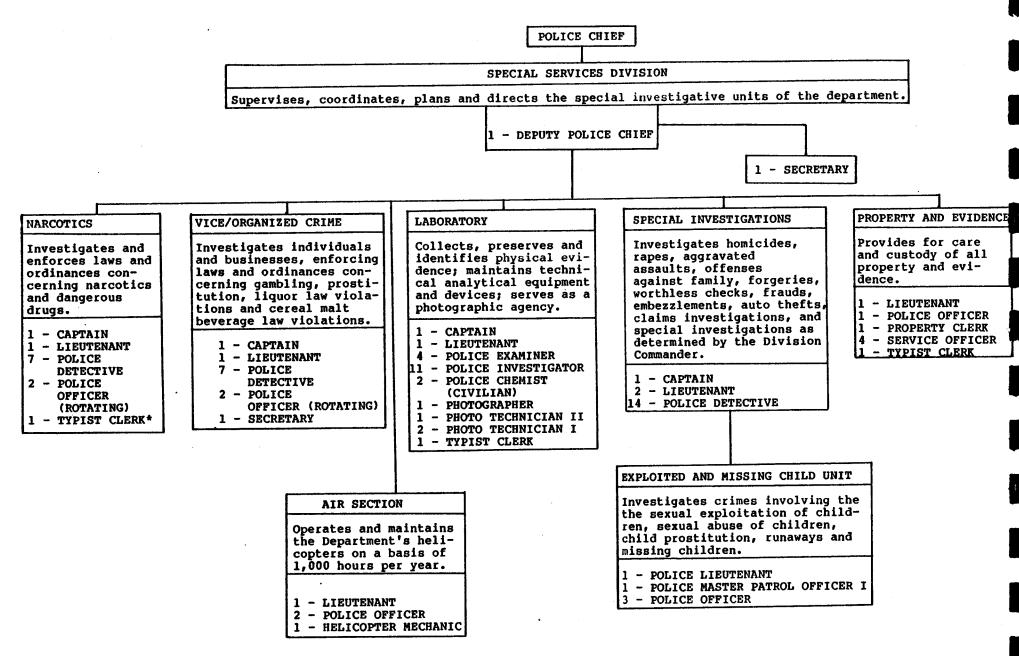
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II







<sup>\*</sup> DEA Grant Position

CRIME PREVENTION

community awareness in

1 - POLICE LIEUTENANT

2 - POLICE OFFICER

OFFICIAL MOTOR POOL

Provides liaison to the

is in the Department of

1 - POLICE LIEUTENANT

PLANNING AND RESEARCH

evaluating plans and programs of benefit to

the Police Department. 1 - POLICE LIEUTENANT 1 - POLICE OFFICER

(ROTATING ASSIGNMENT)

DEPUTY POLICE CHIEF
STAFF AND SUPPORT SERVICES DIVISION

SUPPORT SERVICES BUREAU

1 - MAJOR

#### DATA PROCESSING

Receives and files all cases and criminal history data. Operates computer terminals to include entering and retrieving data.

- 1 CAPTAIN
- 1 LIEUTENANT
- 5 CIVILIAN SUPERVISOR
- 2 POLICE PROGRAMMER
- 1 POLICE MASTER PATROL OFFICER I
- 2 POLICE OFFICER (ROTATING)
- 1 PRINT PRESS OPERATOR II
- 3 CLERK II
- 4 DATA ENTRY OPERATOR
- 20 TYPIST CLERK
- 5 CLERK I
- 18 DATA CONTROL CLERK
- 1 EMERGENCY SERVICES DISPATCHER
- 3 SERVICE OFFICER

#### **BOOKING DESK**

Books and processes department prisoners.

- 5 LIEUTENANT
- 5 SERVICE OFFICER

#### COURT SERVICES

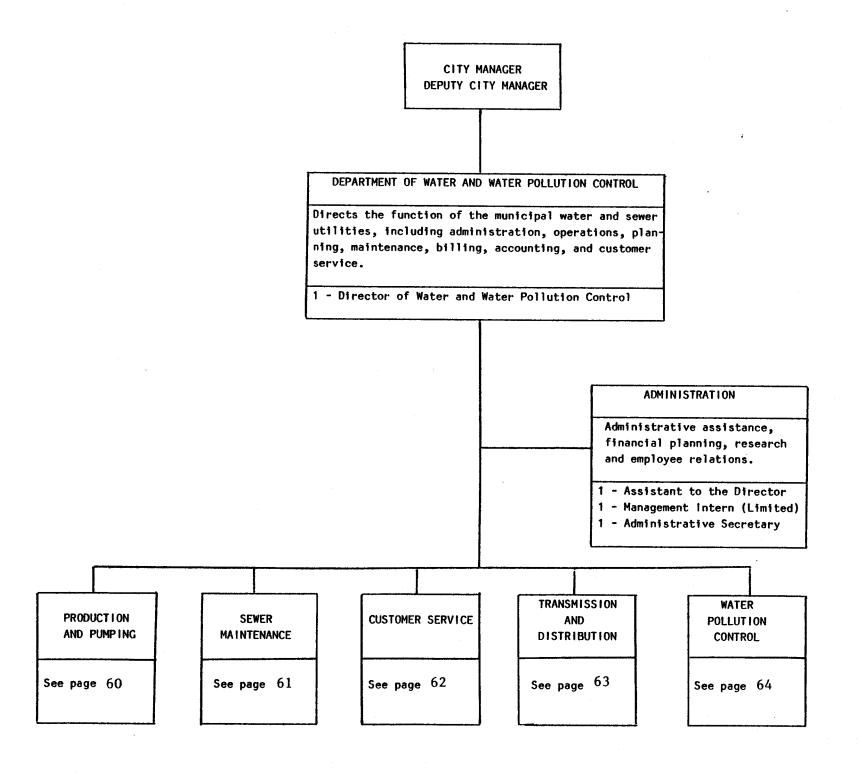
Serves as a liaison to City and County Courts. Serves and processes traffic and criminal warrants for the Municipal Court.

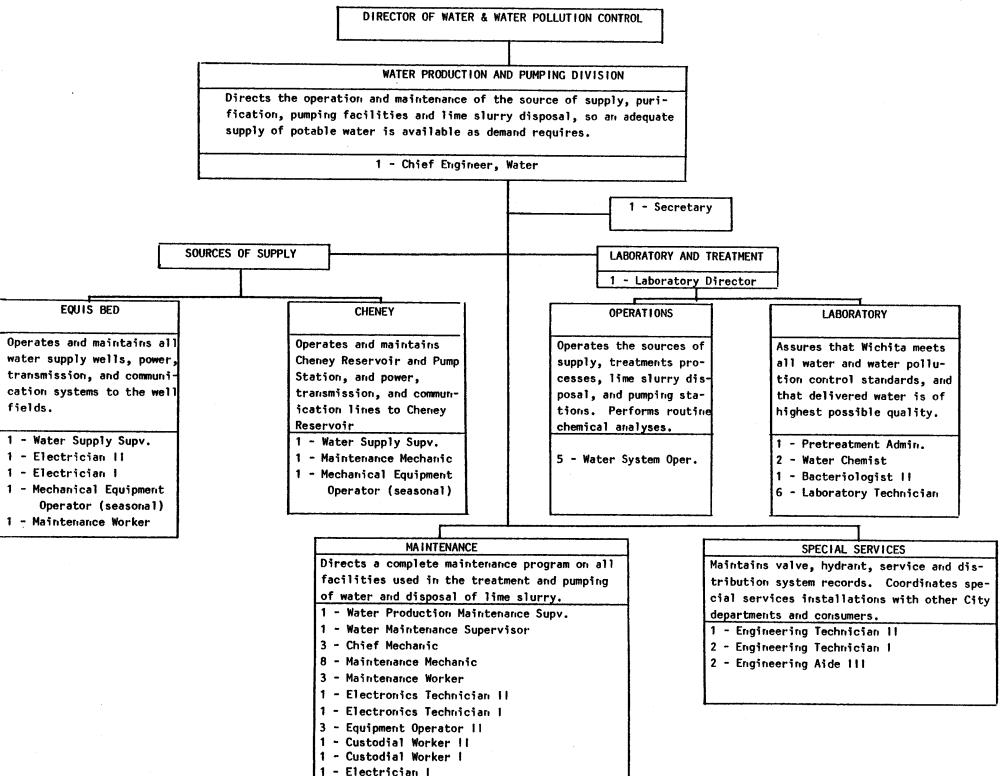
#### COURT LIAISON OFFICERS

- 1 LIEUTENANT (DISTRICT COURT)
- 1 POLICE MASTER PATROL OFFICER II (DISTRICT COURT)
- 1 LIEUTENANT (MUNICIPAL COURT)
- 1 LIEUTENANT (JUVENILE COURT)

#### WARRANT OFFICE

- 1 LIEUTENANT
- 14 WARRANT OFFICER
- 1 WARRANT OFFICER SUPERVISOR
- 1 DATA CONTROL CLERK
- 3 DATA ENTRY OPERATOR





5 - Mech. Equip. Oper. (seasonal)

## DIRECTOR OF WATER AND WATER POLLUTION CONTROL

#### SEWER MAINTENANCE DIVISION

Direct the preventive and routine maintenance and repair of the sanitary and storm sewer systems.

1-Superintendent of Sewer Maintenance

## **ADMINISTRATION**

Supervision of operations, preparation of reports, and inspection of the installation of private lines.

1-Civil Engineer III

1-Sewer Maintenance Supervisor

1-General Supervisor II

1-Administrative Aide II

1-Administrative Aide I

## ZONE A (General Services Entire City)

Flow measurement, equipment maintenance, taps, T.V. inspection and grouting, high pressure cleaning, vaporooter foam de-rooting, lift station maintenance.

- 1-Engineering Aide III
- 4-T.V. Technician
- 2-Maintenance Mechanic
- 1-Equipment Operator II-Heavy
- 12-Equipment Operator II
- 1-Engineering Aide I
- 2-Equipment Operator I
- 3-Laborer I

## ZONE B (North of Douglas)

Routine and emergency maintenance and repair. High pressure cleaning, sewer flushing, emergency calls, vacuum cleaning, sewer rodding, dragging, and repair.

- 1-Labor Supervisor II
- g-Equipment Operator II
- 9-Equipment Operator I
- 15-Laborer I

#### ZONE C (South of Douglas)

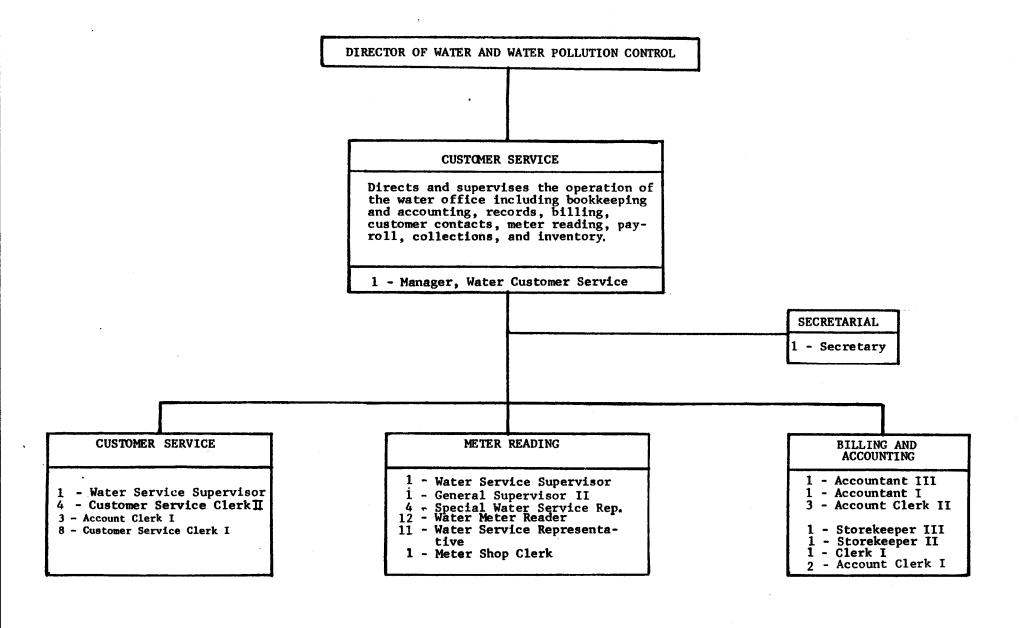
Routine and emergency maintenance and repair, high pressure cleaning, sewer flushing, emergency calls, sewer rodding, and repair.

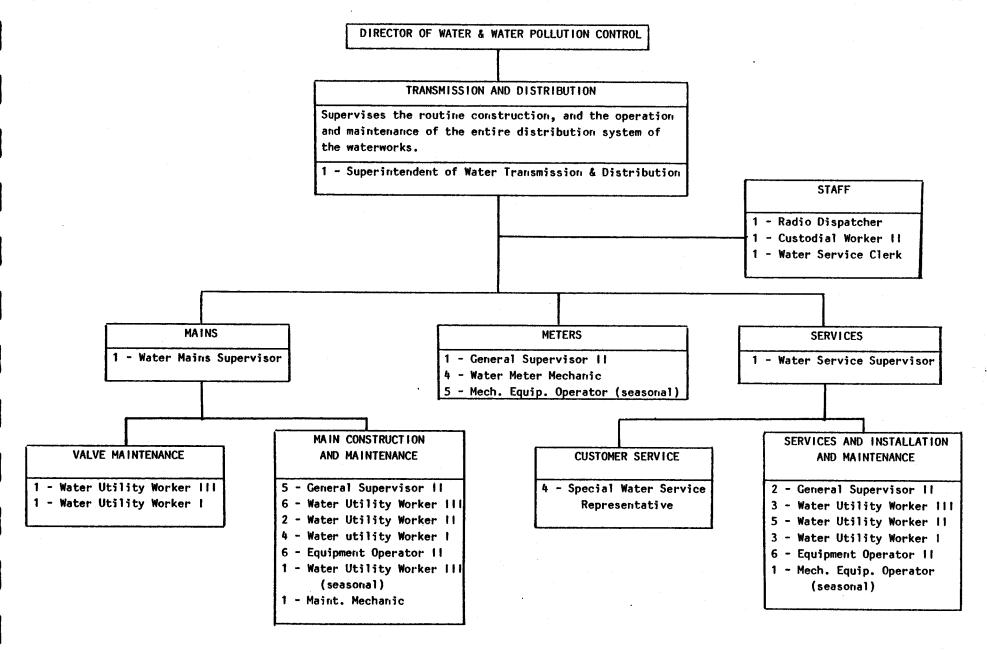
- 11-Labor Supervisor II
- 6-Equipment Operator II
- 7-Equipment Operator I
- 6-Laborer I

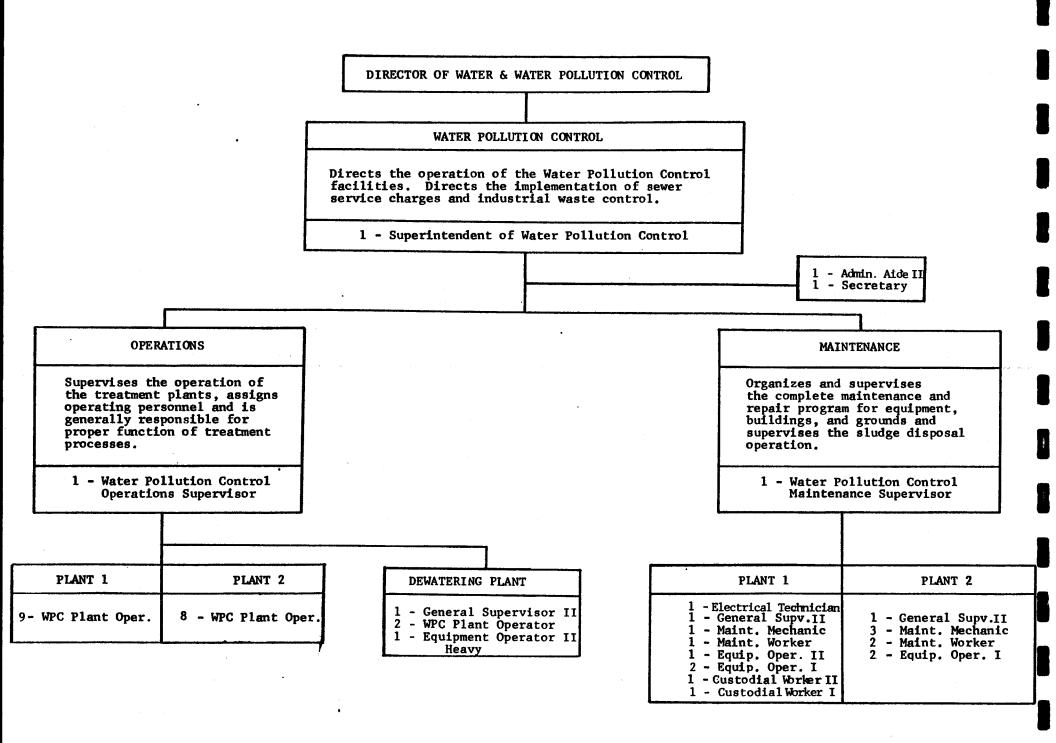
## SECOND SHIFT ZONES B AND C

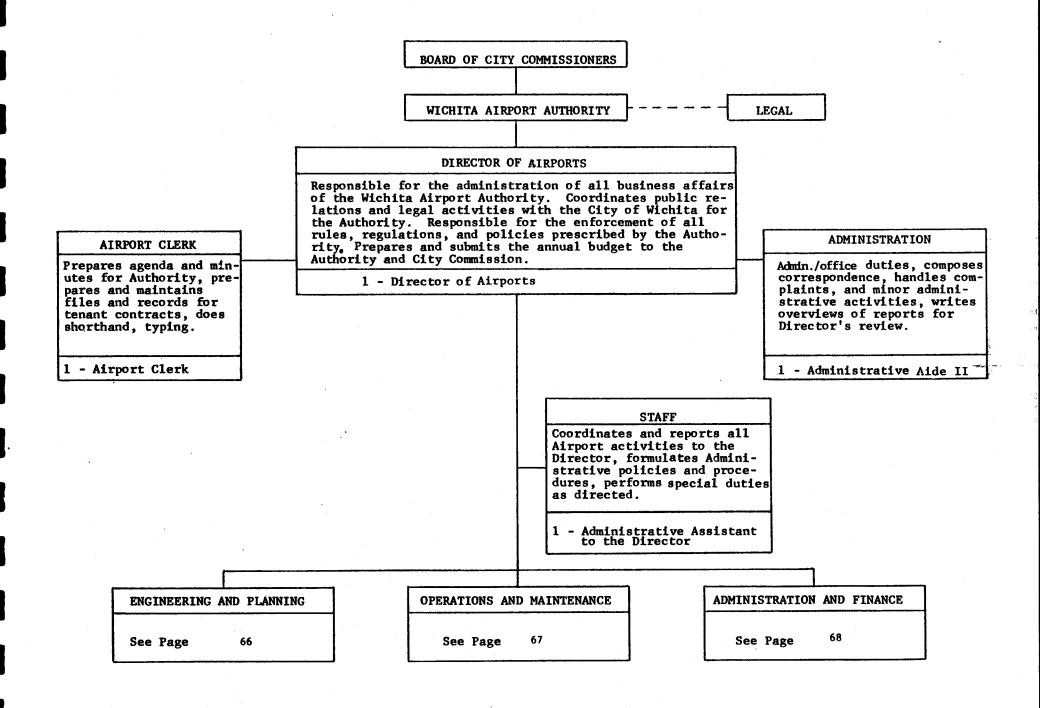
Emergency and scheduled maintenance. Emergency calls, flushing, weekly core area flushing, emergency lift station maintenance, "manhole" inspection.

- 1-Labor Supervisor I
- 1-Equipment Operator II
- 3-Equipment Operator I
- 2-Laborer I









#### DIRECTOR OF AIRPORTS

#### ENGINEERING AND PLANNING

Directs and supervises all Airport engineering and planning activities. Assists in preparation of budget and capital improvement programs. Coordinates Federal Aid programs. Supervises development of plans and specifications and provides estimates of costs for projects, Acts in a lisison capacity with consulting engineers and architects and controls engineering and architectural projects.

1 - Director of Airport Engineering and Planning

#### **ADMINISTRATION**

Secretarial duties, composes correspondence. Arranges and checks bidding procedures from advertising for bids to completion of contracts. Keeps current files on correspondence, specifications, and technical information pertaining to the airport. Assist supervisor with Federal Aid programs.

- 1 Administrative Assistant
- 1 Secretary

#### DESIGN

Prepares plans and specifications; preliminary and final estimates; makes material reviews: recommends testing procedures on project materials; supervises and directs surveys, preliminary and final. Maintains engineering and property records. Prepares photographs, material for microfilming and other graphic material for project presentations and reports. Coordinates the development of plan for Airport field, hangars, and terminal area.

- Superintendent of Construction Engineering Aide II
- 1 Engineering Aide I
- 2 Engineering Technician II
- 1 Engineering Technician I

DIRECTOR OF AIRPORTS

#### OPERATIONS AND MAINTENANCE

Develops policies and plans for Airport operations and maintenance; responsible for enforcement of rules and regulations pertaining to Airport safety. Assists in planning of expansion. Conducts liaison and public relations work in dealing with Federal and State regulatory authorities, users, and lessees of Airport operations and aircraft servicing. Oversees the maintenance of Airport facilities, other management functions as required.

1 - Director of Airport Operations

#### SECRETARIAL

Responsibilities include shorthand, dictaphone transcribing, typing, compiling and submitting reports to state, national and private agencies, filing technical publications and information pertaining to Airport, providing public with Airport information.

1 - Secretary

#### AIRPORT OPERATIONS

Serves as staff support in the Airport's daily operation. Assumes Airport Manager's responsibilities in manager's absence. Provides supervision to all Airport maintenance and preventive maintenance programs.

1 - Assistant Director of Airport Operations

## AIRPORT SAFETY

Responsible for crash/fire operations, protection of life and property, enforcement of all laws, ordinances, Airport regulations and rules. Conduct daily inspections to assist maintenance personnel, and provide technical advice to the Airport Manager as required.

- 1 Chief, Airport Safety
- 1 Asst. Chief, Airport Safety
- 3 Safety Supervisor
- 3 Assistant Safety Supervisor
- 18 Safety Officer II

#### AIRFIELD MAINTENANCE

Responsibility is to keep airfield in operable condition by removal of snow, concrete and asphalt maintenance, and grounds maintenance. Tractors and trucks are used in projects of farming, snow removal, fence repair, erosion control, mowing and spraying, landscaping of the surrounding grounds, and grading of roads. Also responsible for maintaining shrubbery in terminal and administration building.

- 1 Airport Field Maintenance Superintendent
- 1 Airport Field Maint. Supervisor
- 1 Construction Supervisor III 1 - Airport Gardening Supervisor II
- 1 Equipment Operator II 10 - Equipment Operator I
- 2 Laborer I
- 1 Apprentice Worker 1 - Laborer 1 (PT-50%)
- 3 Mechanical Equip. Op. (seasonal)

## AIRPORT EQUIPMENT MAINTENANCE

Responsible for the repair and preventive maintenance of all vehicles and related equipment on the airport, the scheduling of maintenance work, and coordinating the upkeep of all maintenance logs.

- 1 Airport Equipment Maintenance Supervisor
- 2 Automotive Mechanic

#### AIRPORT BUILDING MAINTENANCE

Directs work in construction, repair and maintenance of airport buildings; repair, maintain and operate building machinery and equipment; operate and repair the airport water, sewerage, and electrical systems. Conduct inspections of all facilities and record all discrepancies as to malfunctions, fire hazards. etc.

- 1 Airport Bldg. Maint. Superintendent
- 1 Asst. Airport Bldg. Maint. Supt.
- 1 Airport Bldg. Maint. Supervisor
- 4 Airport Bldg. Maint. Mechanic
- 1 Parts and Records Mechanic
- 1 Airport Custodial Supervisor
- 5 Maintenance Mechanic 4 Custodial Worker II
- 1 Maintenance Worker
- 9 Custodial Worker I

DIRECTOR OF AIRPORTS

#### ADMINISTRATION AND FINANCE

Responsible for preparation of funds and fiscal reports, as well as related subsidiary documentation having application to contracts, budgets, receivables, payables, accounting, treasury, personnel, insurance, payroll, bonds, federal projects and records. Perform other management functions as requested by the Director.

1 - Director of Airport Administration

#### FINANCE

Computation of payroll, sick leave, vacation, Workers' Compensation; submission of personnel services for budget; annotates Journal Vouchers; prepares requisitions to purchasing managers; handles interdepartmental transfers and other personnel functions as directed by the Director of Airport Administration.

1 - Administrative Aide II

#### RECEPTIONIST

Receives and directs to proper location visitors, correspondence and telephone messages. Records and maintains a log of all account receivables received through the mail; maintains petty cash record book and types checks. Performs a variety of office functions, i.e., typing, filing, etc., and clerical duties as directed by the Director of Airport Administration.

1 - Secretary

#### ACCOUNTING

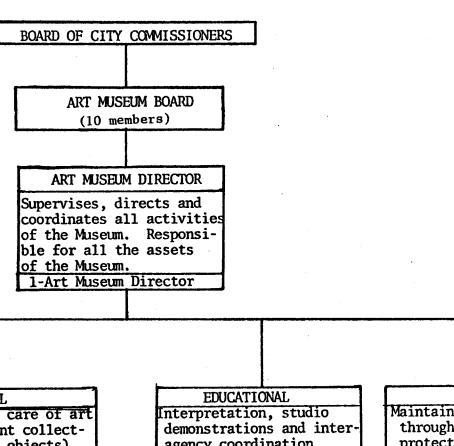
Annotates accounts receivable; age list; prepares accounts summary; PBX; sales tax reports; fuel reports; monthly statistical reports; assists in the compilation of data for annual budget; prepares summary for expenditures and revenues; and various other accounting functions as directed by the Director of Airport Administration.

1 - Accountant I

#### **ADMINISTRATION**

Coordinates various administrative activities to assure completion of projects and follow-ups in a timely manner. Performs analytical studies for systems and methodological improvement and development of other special projects as requested by the Director of Airport Administration.

- 1 Admministrative Assistant
- 1 Administrative Aide II



# ADMINISTRATIVE

Execution of records
Secretarial and clerical
duties
Financial
Personnel relations
Public relations

- 1-Executive Assistant
- 1-Administrative Aide II
- 1-Secretary

# CURATORIAL

Examination and care of art works (permanent collection and loaned objects) Registration

Exhibition preparation and design

Interpretation through production of catalogues, exhibition brochures and other related publications

Photography

Carpentry related to Exhibitions

- 1-Curator II
- 1-Registrar
- 1-Preparator
- 1-Museum Aide (photography/ crating/carpentry)
- 1-Museum Aide (50%)

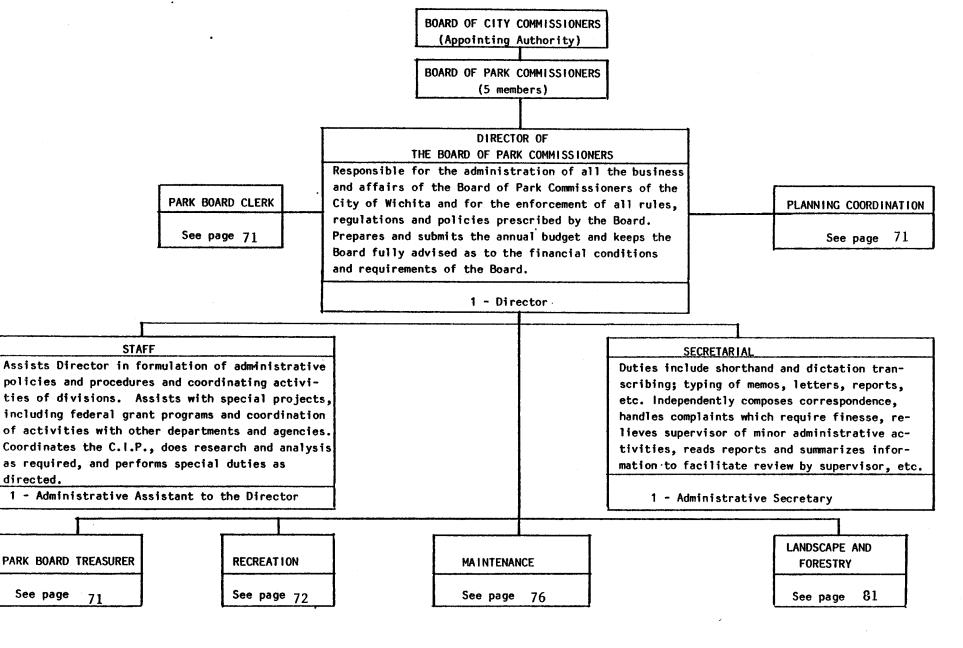
Interpretation, studio demonstrations and interagency coordination Docent training, classroom presentations, public lectures and curatorial relationships

- 1-Curator I
- 1-Administrative Aide I

# SECURITY

Maintain safety of assets through careful surveillance, protect physical well-being of Staff and public, assist in providing an atmosphere conducive to appreciation, relaxation and learning.

- 1-Guard
- 2-Custodial Guards
- 2-Custodial Guards (50%)
- 1-Clerk I (Reception)
- 1-Clerical Aide (50%)
- 1-Clerical Aide (25%)



#### PARK BOARD CLERK

Recording Officer for Board, attends all regular meetings, prepares agenda for meetings, responsible for preparation of detailed minutes, responsible for preparation, filing, indexing of Park Board records; prepares drafts of agreements, contracts, leases for review by Director and Department of Law. Follow-up connected with work, particularly on agreements, contracts, leases with respect to record of expiration, option for renewal furnishing liability insurance coverage, performance bonds, etc. for presentation to the Board. Other duties are performed as may be required by Director and Park Board. Also assumes responsibility for compilation of data for Park Areas - Location and Facilities Book, with revisions as necessary.

#### 1 - Park Board Clerk

#### **SECRETARIAL**

Acts as receptionist for the Board of Park Commissioners.

Answers all incoming calls for Administration Division and directs to proper person. Responsible for proper disposition and recording of all picnic permit requests received by mail or telephone, including preparation and mailing, inclusion on Summary sheet, and notifying supervisor when electricity or game equipment is required. Maintains long distance telephone call record, receives and identifies project bids for the Clerk, records house moving permits; and duplicates and distributes minutes and agenda of the Board of City Commissioners to Park Board personnel. Responsible for maintaining stationery and office supplies for stockroom. Types approved minutes of Board of Park Commissioners into permanent record book and maintains and types Annotation Book for Clerk. Miscellaneous typing and mimeographing.

#### 1 - Secretary

#### PARK BOARD TREASURER

Attends Board meetings, supervises all accounting, payroll and fiscal activities; handles insurance matters, retires Golf Revenue Bonds as required, coordinates budget preparation, and prepares financial statements to the Director and the Board of Park Commissioners. Maintains files and reports on federal grants. Audits all purchase requisitions.

1 - Park Board Treasurer

#### **ACCOUNTING**

Carries out general accounting, files monthly sales tax reports, assists in preparation of monthly financial reports, checks and distributes payroll, maintains yearly work record for each employee, makes journal vouchers. Writes requisitions and payment authorization vouchers, audits night deposits and prepares daily cash reports, maintains revenue ledger indicating activity and facility, maintains accounts payable files.

- 1 Account Clerk III
- 1 Account Clerk !

#### PLANNING COORDINATION

Coordinates between the Park Board Office, the Planning Department, and consultants performing design and planning functions for the Board of Park Commissioners.

1 - Park Board Planner

#### RECREATION

Responsible for overall planning, promotion and direction of a diversified city-wide recreation program. Work includes the personnel planning evaluation of recreation activities in the light of community needs, interest and facilities, and the interpretation of policies. Makes arrangements for the use of public facilities under the control of agencies other than the Park Board, such as school and university buildings and grounds, and other buildings, etc. Assists organized groups in planning recreation activities involving the use of public recreation facilities. Organizes, directs, and supervises the activities and the use of public recreation facilities such as playgrounds, swimming pools, tennis courts, community centers, athletic fields, and other recreational facilities. Prepares correspondence and communications pertaining to the recreation division. Performs related work as required.

1 - Superintendent of Recreation

## SECRETARIAL AND GENERAL OFFICE

Administrative Secretary - Duties including shorthand, answers phone, directs inquiries, receives visitors, answers oral and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, maintains records of personnel, financial, legal, independently composes and types correspondence, applying knowledge of departmental operations and regulations, makes and verifies complex computations, handles and directs complaints which require finesse, relieves supervisor of minor administrative activities, performs related work as assigned.

Clerk II - Duties including receptionist, answer phone, takes reservations, prepares reports as directed, filing, tabulating, assists in proofreading various written material, maintains files, correspondence, forms, reports and other material, operates all office machines, issue various types of permits and collects money, writes receipts and performs other work as required.

1 - Administrative Secretary

2 - Clerk II

EVERGREEN NEIGHBORHOOD FACILITIES CENTER

See Page

SUMMER PLAYGROUNDS SUMMER SPECIALISTS GOLDEN AGERS AND HANDICAPPED

See Page

BUILDING SUPERVISION ADULT ACTIVITIES PERFORMING ARTS

See Page

RECREATION CENTERS

TINY-TOTS

See Page

SPORTS PROGRAMS WINTER ACTIVITIES

See Page 75

SWIMMING POOLS WATSON PARK ARTS & CRAFTS CENTER

See Page 75

NOTE: The job titles of personnel for the various Recreation Programs that are Seasonal and Part-time are not the official City job titles, but instead are used to indicate what these employees actually do.

# EVERGREEN NEIGHBORHOOD FACILITIES CENTER

Responsible for administering and overseeing all activities and functions at the Evergreen Neighborhood Facilities Center. Duties include record keeping, public relations, research to determine needs and evaluate program effectiveness, planning new programs to fill service gaps, interagency case conferences, neighborhood organization, and other administrative functions. Also, conducts in-service training programs and performs related work as required.

1 - General Recreation Supervisor

# SUMMER PLAYGROUNDS - SUMMER SPECIALIST PROGRAMS - GOLDEN AGERS - HANDICAPPED

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating parttime employees, conducting in-service training programs.

1 - General Recreation Supervisor

# EVERGREEN RECREATION CENTER

Responsible for the effective direction of the recreation program of Evergreen Recreation Center, including the supervision of activities, as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interest, enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders, promoting the recreation program at the center, and performing related duties.

1 - Recreation Supervisor I 10 - Program Leaders (Seasonal and PT)

# GOLDEN AGERS AND HANDICAPPED

Supervisor of Golden Agers -These are part-time employees assigned to supervise Golden Age activities. Job duties include coordinating the functions of their particular Golden Age Club, submitting required reports, promoting the program, and other related duties. Supervisor of Handicapped - Parttime employment dealing with the supervision and leadership of recreation programs for the handicapped. Job duties include planning and leading activities; promoting the program; submitting required reports; and other duties as assigned. Supervisor of Retarded - Parttime employment dealing with supervision and leadership of recreation programs for the retarded. Job duties include planning and leading activities promoting the program, submitting required reports; and other related duties as assigned

- 3 Supervisor of Golden Agers (PT)
- 4 Supervisor of Handicapped (PT)
- Supervisor of Retarded (PT)

#### SUMMER SPECIALIST AND SHOW WAGON

Summer Specialist Program Supervisor - This is part-time seasonal work of an instructional nature. These employees plan and conduct classes in specific recreation activities. Submit necessary reports and performs other related duties as assigned Arts & Crafts Specialist Instructor - Part-time seasonal work involving planning and conducting classes in specific arts and crafts activities. Responsible for meeting the public; submitting necessary reports, such as attendance and damage reports; and performing related duties as assigned. Show Wagon Supervisor - Responsible for planning and directing all Show Wagon production. Job duties include visiting each playground to aid playground leaders in preparing performance numbers, planning each production, submitting necessary reports and other related duties as assigned.

- 6 Summer Specialist Program Supervisor (PT)
- 4 Arts and Crafts Specialist Instructor (PT)
- 1 Show Wagon Supervisor (PT)

#### SUMMER PLAYGROUNDS

sonal (summer) work dealing

Area Supervisor - This is sea-

with the supervision of summer playgrounds. Job duties include supervision of summer playgrounds within an assigned area of the city, and other related duties. Summer Playground Leader -Seasonal (summer) work dealing with the actual leading of recreation activities at summer playgrounds. Job duties include organizing and supervising playground activities such as games, sports, crafts, and storytelling; submitting required reports, maintaining discipline and order on a play-

- 3 Area Supervisor (seasonal) Summer Playground Leader
- 53 (Seasonal)

ties.

#### PART-TIME CENTER ACTIVITIES

ground, and other related du-

Program Leaders - These are seasonal employees assigned to supervise and lead recreational activities such as sports, games, craft, music, dance, and others, and to perform other duties as assigned.

17 - Seasonal Part-Time

#### SUPERINTENDENT OF RECREATION

#### BUILDING SUPERVISION - ADULT ACTIVITIES - PERFORMING ARTS

Responsible for supervising specific recreation programs. include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This General Recreation Supervisor is primarily concerned with directing those recreation programs involving performing arts, Adult Activities, Shelter Building rentals and supervision.

1 - General Recreation Supervisor

#### RECREATION CENTERS

TINY TOTS

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees; conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This General Recreation Supervisor is primarily concerned with those areas involving Tots and full-time recreation centers.

1 - General Recreation Supervisor

#### PERFORMING ARTS

This is part-time work dealing with an advanced level of recreation activity within the performing arts. These employees plan and conduct their own programs under the supervision and subject to the review of a General Recreation Supervisor. Submit necessary reports; meet and inform the general public; and perform related duties as assigned.

1 - Performing Arts Supervisor (PT)

#### **BUILDING SUPERVISION**

This is part-time work dealing with the supervision of park shelter buildings. Job duties include opening the shelters for public rental purposes; assisting the public in providing for equipment needs and securing those facilities following rentals. These supervisors are required to submit necessary reports and perform related duties as assigned.

35 - Building Supervisor (PT)

#### TINY TOTS PROGRAMS

Tiny Tots Supervisor - This is part-time work of an instructional nature. These employees plan and conduct classes for young children. Submit necessary reports, meet and inform the general public, and perform related duties.

9 - Tiny Tots Supervisor (PT)

#### RECREATION CENTERS

Recreation Supervisor II - Responsible for the effective direction of recreation programs of a recreation center, including the supervision of activities as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interests; enforcing Park Board regulations regarding facility use: assisting in the recruitment and training of paid and volunteer recreation leaders; promoting the recreation program at the center; and performing related duties as assigned.

Recreation Supervisor I - Assists the Recreation Supervisor II in the direction of the recreation program in a recreation center, including the supervision of activities as well as paid and volunteer leaders.

Program Leaders - This is seasonal or part-time work in leading recreation activities at recreation centers. This work is performed under the supervision of the Recreation Supervisors I and II. Job duties include leading such recreation activities as music, crafts, story telling, athletics and games.

- 9- Recreation Supervisor II
- 6 Recreation Supervisor I 47- Program Leader (Seasonal and PT)

#### ADULT ACTIVITY PROGRAMS

Adult Activity Leaders - These leaders are assigned to lead particular recreation activities such as sports. games, music, etc. They work under supervision of a Recreation Supervisor II. In addition to leading the prescribed activities, they are required to submit necessary reports, meet the public and perform related duties.

55 - Special Activity Leader (PT)

#### SPORTS PROGRAMS (FULL & PART-TIME) - WINTER ACTIVITIES

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting inservice training programs, promoting Park Board recreation programs, and performing related work as required. This supervisor is primarily concerned with directing those recreation programs involving sports programs and winter activities.

1 - General Recreation Supervisor

#### SPORT ACTIVITIES

Program Leaders - These are seasonal or part-time employees who lead a sports program at a playground or center. Duties include organizing teams, conducting practices, accompanying the teams to athletic contests, and maintaining assigned athletic equipment. Sports Instructors - Seasonal,

part-time employees give instruction in specific recreational sports activities (tennis, golf, etc.) Attendants - Part-time seasonal

employees who sell concessions; umpire; and keep records.

- 65- Program Leader (Seasonal and PT)
- 8- Sports Instructor (PT) 22- Attendant (Seasonal)

# SPORTS SUPERVISION

Part-Time Sports Supervisor - Seasonal, part-time workers supervise individual sports programs, such as summer softball leagues or winter basketball leagues. The assign officials schedule games. enforce Park Board policies, submit necessary reports, perform related duties.

Stadium Manager - Sports Supervisor Seasonal, part-time employees deal with supervision of sports activities at a particular recreation facility, such as a ball park. They unlock and lock the facility, ready the facility for use, hire and pay ball shaggers, supervise ticket sales, etc.

- 5 Sports Supervisor (Seasonal PT)
- 5 Stadium Manager Sports Supervisor (Seasonal)

# WATSON PARK

performing related work as required.

SWIMMING POOLS - WATSON PARK -ARTS & CRAFTS CENTER - EQUIPMENT REPAIR

Responsible for supervising specific recreation programs.

recommendations to the Superintendent of Recreation, pro-

gram planning and scheduling, hiring, supervising and eval-

1 - General Recreation Supervisor

uating part-time employees, conducting in-service training

Duties include interpreting community needs and making

programs, promoting Park Board Recreation programs, and

Direct recreation program and maintenance of Watson Park including supervision of activities and employees. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of rangers and attendants, related duties as required.

- 1 Watson Park Manager
- 1 Watson Park Asst. Manager
- 4 Ranger (PT)
- 16 Attendant (Seasonal-PT)
- 2 Apprentice Worker (PT)

#### ARTS & CRAFTS CENTER

Direct recreation program of an Arts & Crafts Center, supervise activities and paid and volunteer recreation leaders. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of paid and volunteer recreation leaders, promote the recreation program at the Arts & Crafts Center, perform related duties.

- 1 Recreation Supervisor II
- 1 Recreation Supervisor I
- 12 Instructor (PT)
- 1 Equipment Repair Supr. (PT)

#### SWIMMING POOLS

Swimming Pool Supervisor & Manager Seasonal (summer) employees responsible for the total operation of a pool or group of pools. Supervise subordinate employees, enforce Park Board policies, meet the public to answer questions. supervise physical management of the pool, submit required reports. perform related duties. Instructors - Life Guards - Seasonal (summer) employees assigned to particular swimming pools. They supervise the pool area, administer first aid, clean and maintain facilities, enforce Park Board policies, give instructions in swimming and lifesaving and perform related duties as assigned by the pool manager or supervisor. Attendants - These are seasonal employees (summer) who attend the basket room, sell tickets and concessions, serve in a public relations capacity by meeting the public, listen to complaints and praises, assist in the maintenance of the facility and perform a variety of related duties as assigned by the pool manager or supervisor.

- Swimming Pool Supervisor and Manager (Seasonal) Instructor - Life Guard
- 93 -(Seasonal)

#### WINTER ACTIVITIES

Part-time seasonal work dealing with the supervision of iceskating and sledding activities. Supervisors ensure safe conditions for these winter activities.

4 - Winter Activity Supr. (Seasonal)

#### PARK OPERATIONS AND MAINTENANCE

Organizes, coordinates and directs the activities of personnel in the operation, upkeep and security of park properties and improvements. Coordinates subordinate activities with other departments and agencies. Assists in developing plans and specifications for park improvements and assigns subordinates in the construction of certain improvements. Approves budgets and expenditures of the division.

1 - Superintendent of Parks

#### PARK SECURITY

Patrols park locations, providing protection to park patrons, properties and improvements. Guides patrons in the proper use of facilities. Enforces City ordinances, makes arrests when needed, and appears as witness in court hearings. Reports incidence of vandalism, theft, accident, assaults, facility damage or defect, and misdemeanors occurring on park properties. Controls recreational activities on rivers and banks. Provides miscellaneous services, such as collection and delivery of mail and monies.

- 1 Park Security Supervisor
- 11 Park Security Officer

SECRETARIAL

Secretarial duties include filing, shorthand, etc. Types work orders, letters, reports and purchasing forms. Keeps files on specifications, equipment maintenance manuals, technical information and catalogs. Handles telephone calls pertaining to maintenance needs, and records needs and complaints.

Serves as radio dispatcher when needed. Posts maintenance employees' time and keeps records of compensatory time, sick and vacation leave, etc. Prepares applications for needed state and local licenses.

1 - Secretary

PARK AND RECREATION MAINTENANCE

See page 77

GOLF COURSE MAINTENANCE

See page 80

**BUILDING MAINTENANCE** 

See page 79

#### CONSTRUCTION

Responsible for the installation of park improvements unique to park development. Clears and grades new park development sites. Maintains paved and unpaved boulevards and parking lots. Supports other work units with heavy equipment. Accomplishes other repairs and maintenance as assigned.

- 1 Construction Supervisor III
- 2 Equipment Operator II
- 1 Equipment Operator |

PLUMBING

Performs maintenance and repairs to irrigation recirculation, water supply and drainage systems. Operates decorative fountains, swimming pool water treatment systems and other related equipment. Makes installation of new irrigation, drainage and water supply system or equipment.

- 1 Plumbing Maintenance Supervisor
- 1 Maintenance Mechanic
- 1 Maintenance Worker
- 1 Laborer I
- 1 Community Service Worker (Lim.-25%)

# SUPERINTENDENT OF PARKS

# PARK AND RECREATION MAINTENANCE

Responsible for the formulation and execution of maintenance programs on park properties. Directs and inspects progress and completion of activities of grounds, structural, athletic field and recreation facility maintenance crews. Coordinates maintenance activities with scheduled and anticipated patron use, other divisions and private agencies rendering service to the park system. Procures material, equipment and supplies. Inspects park properties and their improvements assessing maintenance needs and implements necessary training programs.

1 - Park and Recreation Maintenance Supervisor

#### **EQUIPMENT REPAIR**

Responsible for maintaining nonvehicular motorized equipment. Inspects, diagnoses and executes skilled work in repairing and overhauling equipment. Keeps inventory and repair records.

- 1 Maintenance Mechanic
- 1 Community Service Worker (lim.-50%)

#### **GROUNDS MAINTENANCE**

Responsible for maintenance of Park grounds and furnishings. Responsibilities include lawn establishment, irrigation, mowing and litter clearing. Cleans shelters, picnic tables, grills and related equipment. Clears sidewalks of debris and snow. Performs maintenance to other facilities as assigned.

- 9 Grounds Maintenance Supervisor II
- 1 Gardening Supervisor II
- 2 Equipment Operator II
- 12 Equipment Operator 1
- 7 Maintenance Worker
- 2 Park Gardener II
- 10 Laborer I
- 1 Mechanical Equipment Operator (1im.-25%)
- 21 Community Service Worker (lim.-25%)
- 4 Community Service Worker (1im.-50%)
- 1 Community Service Worker (1im.-67%)

#### STRUCTURAL MAINTENANCE

Responsible for the maintenance and repair of park structures other than buildings. Constructs picnic tables, signs, storage boxes and playground apparatus. Paints furnishings, swimming pool, play equipment and other park structures. Inspects bleachers, picnic tables, park benches and wooden play apparatus and replaces wooden parts as needed.

- 1 Structural Maintenance Supervisor
- 2 Maintenance Worker
- 1 Community Service Worker (lim.-25%)
- 1 Community Service Worker (lim.-50%)

#### ATHLETIC FIELDS MAINTENANCE

Responsible for the maintenance and preparation of athletic fields and equipment located therein. Routinely levels skinned areas, mows and irrigates turf, marks out boundaries and playing lines prior to scheduled events. Delivers chemicals and supplies to swimming pools and performs services to other sport areas as assigned.

- 1 Athletic and Play Area Supervisor
- 1 Maintenance Worker
- 1 Equipment Operator |
- 1 Laborer I
- 3 Mechanical Equipment Operator (lim.-50%)
- 1 Mechanical Equipment Operator (1im.-67%)
- 5 Community Service Worker (1im.-25%)

Park and Recreation Maintenance Supervisor (cont.)

# RECREATION FACILITIES MAINTENANCE

Responsible for live animal exhibits and maintenance and care of tennis center facilities and grounds.

- +1 Animal Control Officer I (Riverside Zoo)
- +1 Maintenance Worker (Riverside Zoo)
- 1 Maintenance Worker (Riverside Tennis Center)

+Reimbursed

#### SUPERINTENDENT OF PARKS

#### **BUILDING MAINTENANCE**

Supervises work in the construction, repair and maintenance of Park buildings; the repair, maintenance, and operation of building machinery and equipment. Uses independent judgment in planning, remodeling and repair projects. Plans work schedules, assigns and supervises the work of the Carpenter Crew, Paint Crew, and other Maintenance Mechanics. Assists with developing plans and specifications for new facilities.

1 - Superintendent of Building Maintenance

#### CONSTRUCTION

Supervises and participates in maintenance and repair of park structures; participates in construction of park projects with emphasis on building maintenance. Supervises the work of the Carpenter Crew; responsible for work programs, schedules and location of crew. Supervises and operates the carpenter shop.

1 - Construction Supervisor III

#### CARPENTER CREW

Performs skilled and semiskilled work in assisting Construction Supervisor with maintenance, repair and construction of park projects with particular emphasis on building maintenance.

- 2 Maintenance Mechanic 1 Laborer 1
- 3 Maintenance Worker

#### ELECTRICAL

Performs skilled work in maintenance, repair, operation, and installation of electrical and mechanical equipment. Uses skill and mechanical ability to maintain and repair electric water well pumps, motors, chemical feeding machines, meters, switches, regulators and other powered machinery and equipment. May perform building and mechanical repair duties and operate equipment.

- 1 Electrical Technician 1 Laborer 1
- Maintenance Mechanic
- 1 Community Service Worker (lim. 50%)

#### PAINTING

Supervises and participates in painting and maintenance of park buildings, structures and fixtures. Supervises work of Paint Crew and performs painting tasks. Selects painting materials, requirements and methods of preparation; organizes work schedules; assigns work duties, maintaining standards of performance and quality control.

1 - Painter Supervisor

#### PAINT CREW

Performs skilled and semiskilled work in assisting Painter Supervisor in painting and maintenance of park buildings, structures and fixtures.

- 1 Maintenance Mechanic
- 1 Painter

#### HEATING AND AIR CONDITIONING

Performs technical work related to maintenance of heating and air conditioning equipment. Reviews sketches, plans, blueprints, specifications and shop drawings of newly installed equipment and keeps maintenance records on equipment. Coordinates electrical and other maintenance work to maintain heating and air conditioning units.

- 1 Heating & Air Conditioning Mechanic
- 1 Maintenance Mechanic

#### CUSTODIAL.

Responsible for the cleaning and small repair maintenance of all park recreation centers and buildings. Supervises the activities of custodians assigned to buildings and unskilled seasonal personnel as assigned. Orders and arranges for the delivery of supplies. Coordinates custodial activities between personnel for best utilization of equipment.

2 - Custodial Supervisor

#### CUSTODIANS

Performs skilled and unskilled manual tasks related to the cleaning maintenance of buildings. Operates floor machines, vacuums, scrubbers and other related equipment. Collects and removes trash and debris from buildings and surrounding grounds. Makes physical sets and chairs, tables and other equipment for building rentals. Reports repair needs as found.

- 10 Custodial Worker II
  - 2 Maintenance Worker
- 1 Community Service Worker (1im. 50%)

#### SUPERINTENDENT OF PARKS

#### **GOLF COURSE MAINTENANCE**

Responsible for the formulation and execution of all maintenance programs on the four municipal golf courses. Procures materials, equipment and supplies used in all golf maintenance operations. Aids in the preparation of the golf course segment of the park budget. Coordinates activities of subordinate personnel and crews in their operations. Aids in the coordination of other departmental crews and contractors in activities of new construction and improvements of golf facilities. Maintains needed records and inventories of supply use and maintenance operations.

1 - Superintendent of Golf Courses

# ARTHUR B. SIM MEMORIAL RECREATION PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 3 Mech. Equip. Op. (25%)
- 2 Mech. Equip. Op. (50%)
- 1 Comm. Svc. Worker (25%)
- 1 Comm. Svc. Worker (50%)
- 2 Comm. Svc. Worker (67%)

# PAWNEE PRAIRIE PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 1 Laborer I
- 1 Mech. Equip. Op. (25%)
- 2 Mech. Equip. Op. (50%)
- 2 Mech. Equip. Op. (67%)
- 3 Comm. Svc. Worker (25%)
- 1 Comm. Svc. Worker (50%)
- 1 Comm. Svc. Worker (67%)

# ALFRED McDONALD MEMORIAL PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 1 Mech. Equip. Op. (50%)
- 1 Mech. Equip. Op. (67%
- 3 Comm. Svc. Worker (25%)
- 2 Comm. Svc. Worker (50%)
- 1 Comm. Svc. Worker (67%)

# L. W. CLAPP MEMORIAL PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 1 Mech. Equip. Op. (50%)
- 2 Comm. Svc. Worker (25%)
- 3 Comm. Svc. Worker (50%)
- 1 Comm. Svc. Worker (67%)

NOTE: This Organization Chart shows normal personnel assignments. Personnel may be interchanged among the various golf courses as the need arises.

#### DIRECTOR OF PARKS

#### TREE MAINTENANCE INSPECTION

Conducts tree inspections, gives permission to plant, coordinates tree-planting program, and assists in special projects.

1 - Tree Maintenance Inspector

#### SUPERINTENDENT OF LANDSCAPE & FORESTRY

Directs and administers all Landscape and Forestry activities for parks and other public properties, represents and advises Director on technical area of responsibility, and coordinates and contributes to the development of plans for improvement and beautification.

1 - Superintendent of Landscape & Forestry

#### SECRETARIAL

Takes dictation, maintains files, performs office responsibilities, maintains division records, and assists Superintendent in administrative responsibilities.

1 - Administrative Secretary

# LANDSCAPE INSTALLATION, TREE PRODUCTION & PLANTING

Responsible for tree propagation and tree plantings and for installation of new landscapes. Includes Linwood Nursery, Pawnee Prairie Tree Farm, Chisholm Creek Nursery, Floral Displays and several outlying areas including City Hall.

- 1 Landscape Supervisor
- 1 Gardening Supervisor I
- 2 Park Gardener I
- 1 Maintenance Mechanic
- +1 Park Gardener II
- +1 Gardening Supervisor II
- 2 Mechanical Equipment Operator (04-10)
- 4 Community Service Worker (06-09)
- +2 Mechanical Equipment
  Operator (04-10)
- +2 Community Service Worker (06-09)

# LANDSCAPE MAINTENANCE AND REVISIONS

Responsible for landscape maintenance and revisions in the downtown area including A. Price Woodard Park, Century II, Library, Heritage Square Park, Indian Center, Naftzger Park, John Stevens Memorial, Omnisphere, etc. Landscape maintenance of sections of 1-135.

- 1 Gardening Supervisor II
- 1 Gardening Supervisor I
- 1 Park Gardener II
- 1 Park Gardener ! (PT-50%)
- +1 Park Gardener II
- +1 Gardening Supervisor !
- +1 Landscape Supervisor
- 2 Mech. Equip. Operator (04-10)
- 4 Comm. Svc. Worker (06-09)
- 1 Comm. Svc. Worker (04-10)
- +1 Park Gardener I
- +2 Mech. Equip. Op. (04-10)
- +2 Comm. Svc. Worker (06-09)

#### TREE MAINTENANCE

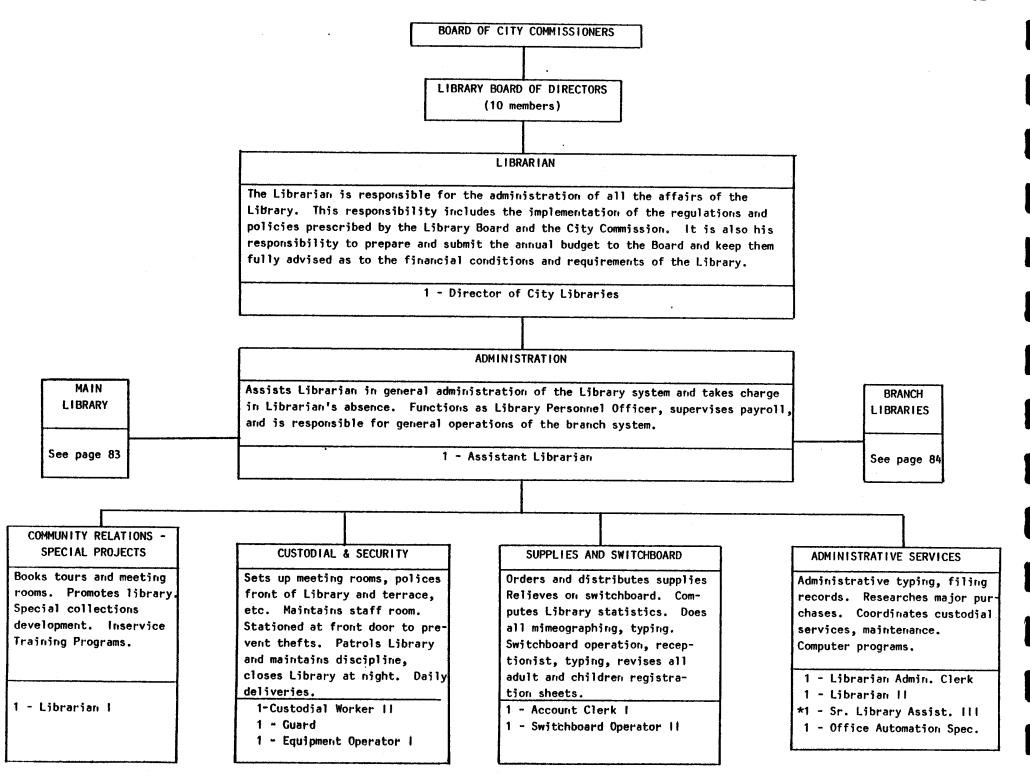
Responsible for planning and supervision of the maintenance and protection of trees in a safe and healthy
condition, which are located in public
areas such as city parks, street rightof-ways, waterways, and on other public
properties. Provides maintenance for
specialized forestry equipment and makes
inspections and special tree surveys.
Five tree maintenance crews are included
in this section.

- 1 Arborist
- 1 Tree Maintenance General Supervisor
- 1 Tree Maintenance Inspector
- 4 Tree Maintenance Supervisor
- 1 Tree Maintenance Equipment Supv.
- 10 Tree Maintenance Worker II
- 6 Tree Maintenance Worker 1
- 1 Tree Maint. Worker Apprentice
- 2 Equipment Operator II
- 3 Equipment Operator |
- 3 Mech. Equip. Operator (05-08)

#### NATURE PROGRAMS

Responsible for the development and operation of nature facilities and programs particularly as related to Pawnee Prairie Park.

1 - Naturalist



\*Federal and State Aid

# DIRECTOR OF CITY LIBRARIES

ASSISTANT LIBRARIAN

# TECHNICAL SERVICE DIVISION

Receives all mail. Orders and receives books, films, recordings, framed pictures. Checks billing. Processes materials for loan and reference use. Compiles card catalog and inventory. Repairs books. Sends books to bindery.

- 1 Librarian IV
- 1 Librarian III
- 2 Librarian II
- 1 Account Clerk !!
- 1 Account Clerk I (PT-50%)
- 2 Clerk I
- 2 Sr. Library Asst. IV
- 2 Sr. Library Asst. III
- 3 Sr. Library Asst. I
- 1 Jr. Library Asst.
- 2 Clerk | (PT-50%)

#### ART AND MUSIC DIVISION

Acquires and makes available to persons books on art, music and related fields, framed pictures, phonograph recordings and vertical file. Assists in exhibits. Responsible for earphones, tape recorders, record players.

- 1 Librarian IV
- 1 Librarian III
- 1 Librarian I
- 2 Sr. Library Asst. III
- 1 Clerk | (PT-50%)
- 1 Clerical Aide (PT-50%)
- 1 Sr. Library Asst. 11 (PT-50%)

# BUSINESS & TECHNOLOGY DIVISION

Specialized reference division for business and technical materials. Does special reference work, loans books and materials, maintains special services such as finance and tax tables, motor repair manuals, company reports, geodetic maps. Has nationwide directory service. Also radio and TV repair diagrams.

- 1 Librarian IV
- 1 Librarian III
- 1 Librarian II
- 2 Sr. Library Asst. III
- 1 Clerk I
- 1 Sr. Library Asst. 1
- 1 Clerical Aid (PT-50%)

#### CIRCULATION DIVISION

Loaning and returning library materials. Registering new patrons. Readers Aid. Sending books on Kansas Information Circuit (KIC). Branch reserves and deliveries. Bills patrons for overdue items.

- 1 Librarian IV
- 1 Librarian II
- 6 Sr. Library Asst. I
- 1 Clerk I
- 4 Clerk I (PT-50%)
- 8 Clerical Aide (PT-50%)
- 1 Sr. Library Asst. IV
- 1 Jr. Library Asst.
- 1 Jr. Library Asst. (PT-50%)

#### CHILDREN'S DIVISION

Selects all juvenile materials, hold classes, story hours, book reviews, has summer reading club, maintains display cases, works with schools, PTA, etc., gives talks, conduct tours. Area is preschool to 7th grade. Responsibility includes children's books in "storage" that are used for summer programs; in helping the collection of newly established branches, etc.

- 1 Librarian IV
- 1 Librarian II

- 1 Sr. Library Asst. I
- 1 Sr. Library Asst. II
- 1 ClerK ! (PT-50%)

# FILM SECTION

Responsible for the ordering, maintenance and loaning of film to Wichita and a 14-county area in South Central Kansas and is also responsible for projectors and conducting film shows for public.

- \* 1 Librarian III
- 1 Sr. Library Asst. II
- \* 1 Clerk | (PT-50%)

# GENERAL REFERENCE DIVISION

Maintains current list of serials and college catalogs. Checks in newspapers and magazines. Maintains newspaper clipping files on Kansas and Wichita. Orders and circulates pamphlet material and duplicate magazines and assists patrons in locating information in books and magazines. Orders and maintains microfilmed newspaper file.

- 1 Librarian IV 3 Sr. Lib. Asst. III
- 1 Librarian III 1 Clerical Aide
- 1 Librarian II (PT-50%)
- 2 Librarian | 4 Clerk | (PT-50%)
- 1 Jr. Library Asst.

#### TALKING BOOKS SECTION

This function is funded through the Library of Congress to serve blind, physically and mentally handicapped persons in the City of Wichita and Sedgwick County and the Southeast County Library System.

- \*1 Sr. Library Asst. IV
- \*1 Clerk I
- \*1 Clerk 1 (PT-50%)

# LOCAL HISTORY SECTION

Collects, maintains and provides information on Wichita and Sedgwick County History.

1 - Administrative Assistant

\*Federal and State Aid

# SPECIAL COLLECTION SECTION

Gives reference service for the Genealogy, Kansas and Piracy collections. Books and microfilm. Maintains two Recordak Film Readers and one 3-M Reader-Printer.

1 - Sr. Library Assistant II

DIRECTOR OF LIBRARIES
ASSISTANT LIBRARIAN

#### BRANCH LIBRARIES

Branches are extensions of the Main Library on the neighborhood level. They give reference service, work with children and loan books and records.

#### Linwood Park Branch

- 1 Senior Library Asst. IV
- 1 Clerical Aide (PT-50%)

#### Minisa Branch

- 1 Senior Library Asst. IV
- 2 Clerk i (PT-50%)

#### Northeast Branch

1 - Senior Library Asst. IV

#### Seneca Branch

- 1 Senior Library Asst. IV
- 1 Junior Library Asst. (PT-50%)
- 1 Typist Clerk

# Aley Branch

- 1 Senior Library Asst. IV
- 1 Junior Library Asst. (PT-50%)

#### Orchard Park

1 - Senior Library Asst. IV

# Sweetbriar Branch

- 1 Senior Library Asst. IV
- 1 Jr. Library Asst.
- 1 Clerk (PT-50%)

# Westlink District Branch

- 1 Librarian IV
- 1 Senior Library Asst. IV
- 1 Senior Library Asst. II
- \*1 Clerk I
- 1 Clerk I (PT-50%)
- 3 Clerical Aide (PT-50%)
- 1 Junior Library Asst. (PT-50%)
- 1 Librarian I

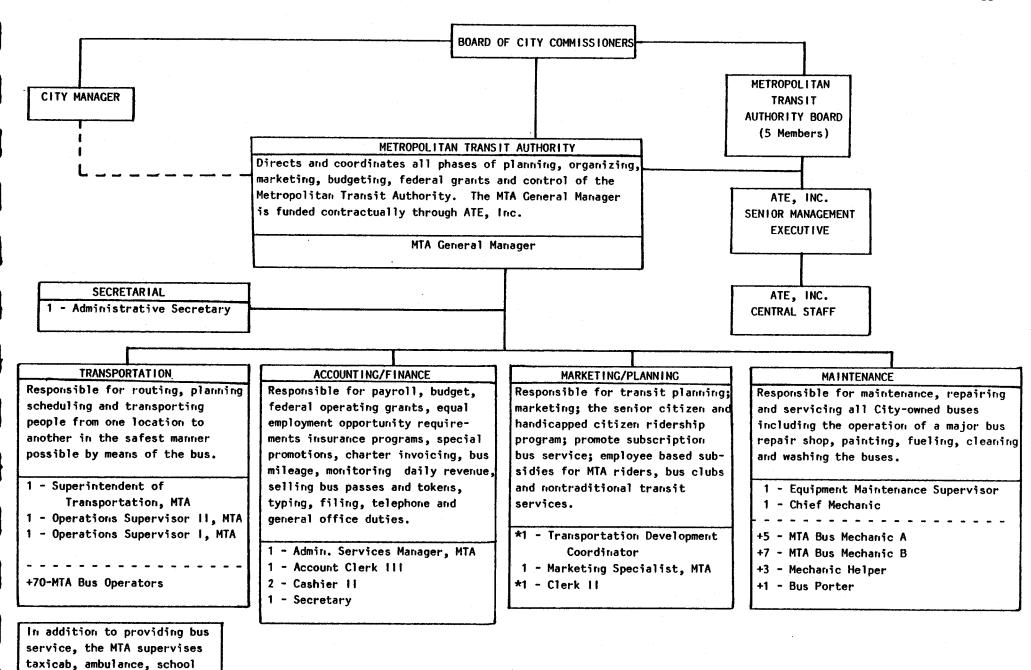
# Rockwell District Branch

- 1 Librarian IV
- 1 Senior Library Asst. IV
- 1 Senior Library Asst. II
- 2 Senior Library Asst. I
- 2 Clerk I (PT-50%)
- 1 Clerk I
- 2 Junior Library Asst. (PT-50%)

# Colvin-Planeview Community Center Branch

1 - Senior Library Asst. IV

\*Federal and State Aid



bus, and airport limousine services in the city.

<sup>+</sup>These 86 positions are represented by the Teamsters Union and are not classified as regular City of Wichita employees.

<sup>\*</sup>Funded by the Kansas Corporation Commission.

DEPARTMENT/BOARD	LOCALLY FUNDED POSITIONS		NONLOCALLY FUNDED POSITIONS		
		Part-time and Limited	Full-time	Part-time and Limited	TOTAL POSITIONS
	Full-time				
General Government*	125	5	4	0	134
Administration	54	1	8	0	63
Community Facilities	76	8	0	0	84
Emergency Communications	49	0	0	0	49
Fire	377	0	0	0	377
Health	96	1 .	49	5	151
Housing and Economic Development	64	0	50	3	117
Human Resources	1	0	38	0	39
Metropolitan Planning	48	0	10	0	58
Operations and Maintenance	290	41	0	0	331
Police	574	0	1	0	575
Water	<u>299</u>	<u>15</u>	0	0	314
POSITIONS UNDER THE CITY MANAGER	2,053	71	160	8	2,292
ADMINISTRATIVE BOARDS					
Airport Authority	97	4	0	0	101
Art Museum	14	5	0	0	19
Board of Park Commissioners	208	601	0	0	809
Library Board	85	41	5	2	133
Metropolitan Transit Authority	98	0	2	0	100
POSITIONS UNDER ADMINISTRATIVE BOARDS	502	651	7	2	1,162
TOTAL - ALL POSITIONS	2,555	722	<u>167</u>	10	3,454

<sup>\*</sup>Includes City Commission, City Manager, Budget and Management, City Clerk, Personnel, Public Affairs, Law, Municipal Court (Probation and Parole), Historic Wichita Board, and Citizen Rights and Services.

<sup>&</sup>lt;sup>o</sup>There are 368 commissioned Fire Officers and 418 commissioned Police Officers of all ranks who are locally funded. The total commissioned strength is 786 positions.

The totals for M.T.A. include 86 Drivers/Mechanics who are not City of Wichita employees.

